

1978
OWASIPPE LODGE
HANDBOOK





OWASIPPE LODGE / ORDER OF THE ARROW

CHICAGO AREA COUNCIL

300 West Adams Street, Chicago, Illinois 60606

1978

OWASIPPE LODGE HANDBOOK

With a lodge the size of Owasisippe Lodge, you need something that will provide the synthesis between the Lodge and each Chapter. This is the reason why we have designed this Owasippe Lodge Handbook. It will not only be your "bible" when finding something out about Lodge administration, but it also will supply you with ideas, guidelines, and hints when planning your own program. Please use it and bring it to every Lodge Executive Meeting.

How do you use this handbook? Turn to the section that contains what you are looking for. All forms supplied by the Lodge will be printed on blue paper, as well as those sample letters that you might want to copy. If your question can't be answered, or you didn't get enough information, refer to the Order of the Arrow handbook, or visa-versa.

It is our intent that this Handbook will present you with a clear understanding of how to plan your events. Again, much material is only suggestive, so you don't have to follow it to the letter. Many chapters have their own traditions and ways of running an event, however, you will find that much of the material in this handbook will help you out a great deal.

This Owasisippe Lodge Handbook is a package full of suggestions, outlines and organizational aids. It is not supposed to just "look nice", it is supposed to be used! Please don't wait until the event to open the package--take time to read this manual--we think you will be pleased you did!

With dedicated service,

The OWASIPPE LODGE Officers of 1978



March 12, 1977

Fellow Arrowmen;

With an organization of our size, it becomes necessary to implement administrative devices to insure a quality program. Without Lodge and Chapter organization, our Order would easily flounder. That is why both of us feel that your Lodge #7 Officers Handbook will be a tremendous asset to you the leaders.

By paying strict attention to the ideas compiled by past and present officers within this guide, your program and development will have a unified structure. This is important if you wish to maintain a continual quality between administrations

As Dr. E. Urner Goodman put it, "the Order of the Arrow is a thing of the spirit rather than of mechanics. Organization, operational procedures, and paraphernalia are necessary in any large and growing movement, but they are not what count in the end--the things of the spirit count--Brotherhood, Cheerfulness and Service".

Yours in cheerful service;

Chris Boswell
National Chief

Rick Burton
National Vice-Chief



East Central Region — Boy Scouts of America

601 Harger Road, Oak Brook, Illinois 60521
Telephone: 312 654-2090

Box 895
John Carroll University
University Hts., Ohio 44118

To my brothers in Owasppe Lodge #7;

Best wishes on the training of your chapter officers. I'm sure much valuable information will be passed on to continue the smooth operation of your Lodge.

Good luck in all future work.

Yours in the W.W.W.,

Larry Ewaska, Chief

East Central Region

LODGE ACHIEVEMENT PROGRAM REPORT

1. MEMBERSHIP

- a. Our lodge held elections in every eligible troop desiring one. 10
- b. Our election teams were pre-trained and in proper uniform when conducting elections. 10
- c. Our lodge inducted into Brotherhood in 1978 _____ % of the Ordeal members inducted in 1977. (If 30%-39%, score 10; if 40%-49%, score 15; if 50% or more, score 20.)

Total points on Membership

2. ADMINISTRATION

- a. Our lodge held a Training Session this past year for lodge and chapter officers (if lodge has chapters.) 5
- b. Our lodge publishes and mails a bulletin or newsletter to each member at least quarterly. 5
- c. Our lodge publishes a Lodge Plan Book with goals and objectives for the year. 5
- d. Our lodge maintains individual current records of members which include addresses, honors achieved, and dues. 5
- e. Our lodge maintains current financial records and regular financial reports are presented at lodge Executive Committee meetings. (Funds are kept in council custodial accounts but a set of financial records should be kept by lodge treasurer.) 5

Total points on Administration

3. INDUCTION

- a. Our lodge publicly recognizes members elected by a tapout ceremony. 5
- b. Our lodge trains ceremonial teams. The teams know their parts and present the ceremonies in an effective and impressive manner. 10
- c. Our lodge uses the "Spirit of the Arrow" booklet, Catalog #5029. 5
- d. Our lodge conducts sufficient Ordeal ceremonies so that there are no more than 50 candidates per ceremony. 5

Total points on Induction

4. SERVICE

- a. Our lodge conducted at least one service weekend at camp this past year. 5
- b. Our lodge appointed one Arrowman to assist each new unit with its program and camping. 5
- c. Our lodge furnished youth staff this past year for:
 - Cub Day Camp, Webelos Overnight, or Spring Into Scouting. 5
 - District or council camporee. 5
 - Council-sponsored community service project. 5

Total points on Service

5. OUTDOOR PROGRAM

- a. Our lodge has a camping promotion committee actively supporting our council's camping and High Adventure programs. 10 _____
- b. Our lodge has published a current (issued or updated since January 1, 1977) "Where To Go" camping pamphlet and has made it available to every troop or post. 5 _____
- c. Our lodge promoted Arrowmen participation in home troop outdoor activities. 5 _____
- d. Our lodge encourages troops to earn the national camping award. 5 _____

Total points on Outdoor Program _____

6. PROGRAM PARTICIPATION

- a. The total attendance of our lodge members at lodge events in 1978 (Fellowships + Banquet + Business Meeting) was _____, which is more than 60% of active membership (total paying dues in January plus Ordeals inducted this year) on December 31, 1978. 10 _____
- b. Our lodge participated in the planning of and was represented at the 1978 Section Conclave. Members attending _____. 10 _____
- c. Our lodge was represented at the 1977 National Conference. 5 _____
- d. Our lodge was represented at a National Leadership Seminar during 1978 by at least one officer and both lodge lay and staff advisers. 5 _____

Total points on Program Participation _____

Total points, all six categories _____

The Lodge Achievement Program has been designed to reflect changes that have occurred in Order of the Arrow in recent years. It replaces the National Standard Lodge plan, which has been used from 1968-1977.

Figuring prominently in the program will be questions concerning membership, administration, and individual participation in Lodge activities. Those lodges that meet the new standards will be designated as either a National Standard Lodge, National Honor Lodge, or National Merit Lodge--depending on their final score.

Owasippe Lodge will need the support of each chapter in order to make it a National Merit Lodge in 1978.

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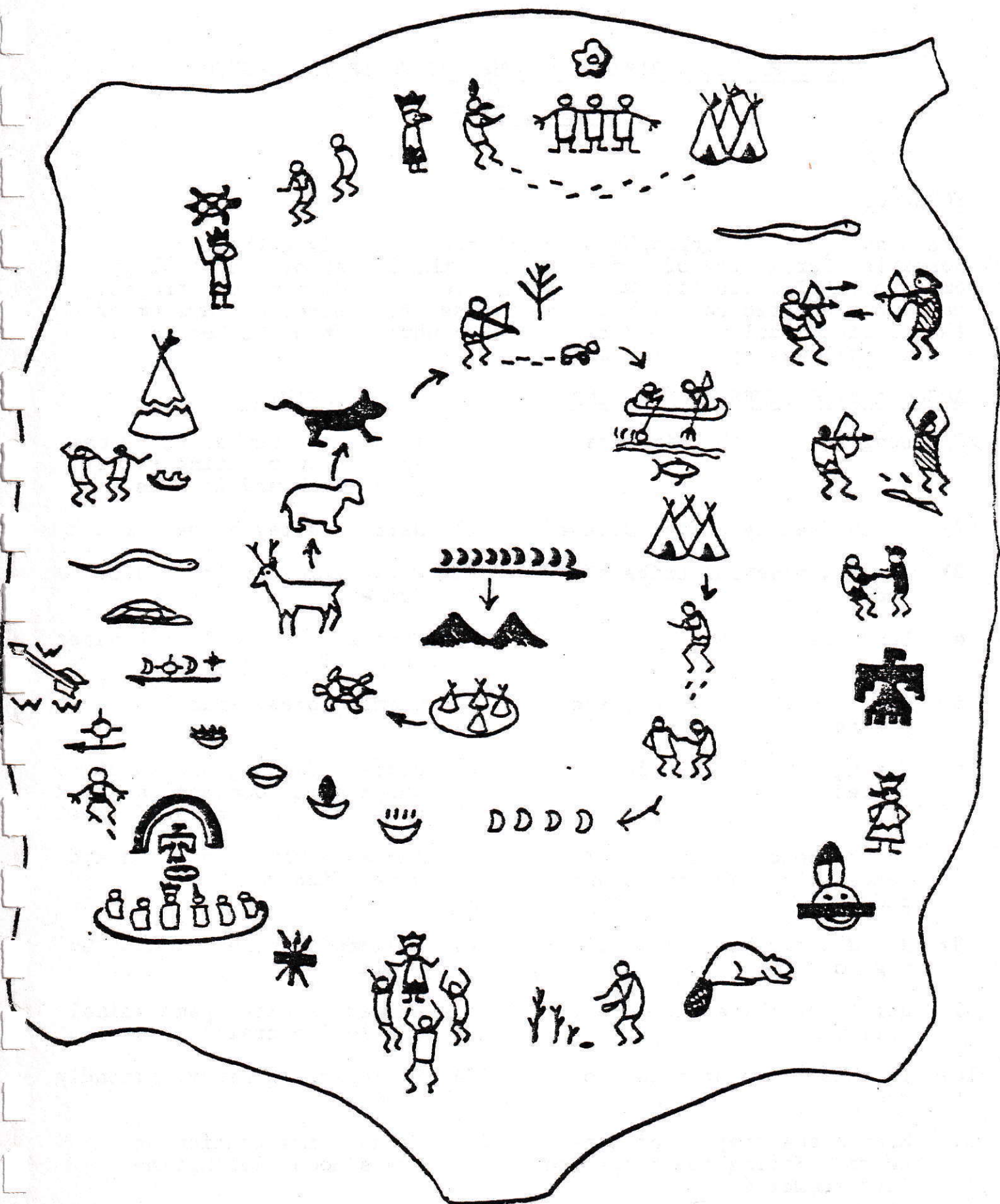
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PICTOGRAPHIC PORTRAYAL OF THE EVENTS OF THE LEGEND



PICTOGRAPHIC PORTRAYAL OF THE EVENTS OF THE LEGENDPOETIC FORMFOREWORD

The drawings or pictographs herewith are as nearly authentic as possible. Our source of information is the Bureau of Anthropology, Smithsonian Institution, Washington, D.C. In addition, the project has been referred to Dr. Dockstader, Assistant Director, Museum of the American Indian, New York City. The phrase from the Legend is given, followed by its explanation.

ACCOMPANYING LINES FROM LEGENDMEANING

- | | |
|---|--|
| 1) Long ago, in the dim ages | 1) Indefinite number of "moons ago" Arrow pointing to left, going backward in time |
| 2) In the Valley of the Delaware | 2) Narrow valley between mounta |
| 3) Lived a peaceful tribe of Indians | 3) Wigwams in circle: Indicates tribe |
| 4) Lenni Lenape their name was | 4) Turtle was symbol of Lenapes, Unami (Turtle) Clan |
| 5) Deer and bear, wildcat and panther | 5) Common forest animals |
| 6) Through the forest oft they hunted | 6) Hunter tracking and about to shoot game. Conventionalized pine tree to express "forest" |
| 7) On the bosom of the river. Peacefully they fished and paddled | 7) Canoe on river; oarsman and spear fisherman |
| 8) Round their busy village wigwams | 8) Wigwams together: Indicates village |
| 9) Still the chase they nimbly followed | 9) Hunter tracking game animal (following trail) |
| 10) In this state of bliss so happy | 10) Villagers in happy, friendly mood |
| 11) Many moons they lived contented, Springtime blossomed into summer | 11) Moons: Time continuing
Grass Moon: Springtime |

- | | |
|---|--|
| 12) Summer into autumn ripened | 12) Ripening corn moon: Summer |
| 13) Autumn died into winter's bosom | 13) Long night moon: Autumn |
| 14) Thus the seasons in succession
Never ending seemed to pall on | 14) Snow moon: Winter
Sun moon succession: Long continuing time |
| 15) But behold, a cloud arising
changed how soon this peaceful aspect | 15) Dark clouds above horizon |
| 16) Neighboring tribes and distant enemies | 16) Among Indians, "enemy" is represented by a "snake" |
| 17) Suddenly disturbed their hunting | 17) Hunter finds animal killed by enemies, tells Chief. Chief's pose (hands on head) signifies "worried." Broken tepee means village (tribe) disturbed and depressed |
| 18) Then Chingachgook, aged Chieftain of the tribe, made quick inquiry: "Who will go and carry warning of this dire and dreadful danger | 18) Chief Chingachgook denoted by headdress. Speech roll (Aztec, Maya, Plains Indian) indicates speech to tribesmen. Question: "Who will go?" |
| 19) To all Delawares, our brothers?" | 19) Turtle, totemic symbol of Delawares |
| 20) But none wished to make the journey | 20) Two men turned back on Chief, walk away |
| 21) Then spoke up the noble Uncas, Worthy son of the old Chieftain, "O my father, I am ready, Send me on this gracious errand" | 21) Warrior (Uncas) denoted by plumed headdress |
| 22) If we would remain a nation we must stand by one another.
Let us both urge on our kindred firm devotion to our brethren
And our cause, ourselves forgetting, let us catch the higher vision, Let us find the greater beauty in a life of cheerful service | 22) Group looking upward expresses "higher vision" pictograph of rose expresses "greater beauty" extended hands imply "cheerful service" |
| 23) Off upon the trail they started, old Chingachgook and young Uncas | 23) Speech tells message of warning
Footprints in line, start of journey |

- | | |
|--|--|
| 24) And in every tribal village
Some were found who were
quite willing
To spend themselves in
others' service | 24) Wigwams indicate village |
| 25) When at last the fierce
marauders | 25) Snake - enemy |
| 26) Were forced back to their own
country | 26) Arrow combat: Repelled and
driven back to "own country" |
| 27) And peace was declared
between them | 27) Clasping hands - peace declare
Back turned, bow on ground:
no longer fighting |
| 28) They who first themselves
had offered
For the service of their
brethren | 28) Thunderbird, messenger of
Indian Gods, propagation of
message of Cheerful Service |
| 29) To the places most respected
by the Chieftain were
prompted | 29) Speech roll: Declaration or
citation |
| 30) Were promoted | 30) Smiling face with broad band,
distinctive head plume:
Indication of honor and
promotion |
| 31) For, said he, "Who serves
his fellows
Is of all his fellow greatest." | 31) Beaver carries idea of worker,
service to others. Beaver was
most honored of all animals
among Algonkians |
| 32) As a seed dropped by the
sower in good soil bears
quick fulfillment | 32) Sower dropping corn kernel,
three stages of growth to
maturity |
| 33) So this saying of their
Chieftain in their hearts
found glad acceptance; And
they sought in some manner
He should make its memory
lasting | 33) Chief speaking, central figures
Figures with hands upraised
in attitude of approval of
cheering |
| 34) So together fast and firmly
Chief Chingachgook bound
these warriors | 34) Warriors' arrows or spears
bound together (arrows here
taken as symbols of warriors) |

- | | |
|---|---|
| 35) In a great and honored Order | 35) Tribal council ring gathering of distinguished warriors |
| 36) Into which can be admitted only those who their own interests can forget in serving others.
And so clear must be their purpose so to live that their companions
Taking note of their devotion shall propose them to the Order | 36) Thunderbird: Messenger seeking worthy candidate for final acceptance; shown as entering idealized "hogan" or dwelling place in our Legend symbolizing the Order of the Arrow |
| 37) We, therefore, to them succeeding | 37) Friendliness, brotherhood, expressed by outstretched hands of figure also giving idea of Cheerful Service. Also, body in motion expresses "those who follow the Arrow trail." |
| 38) To the present day perpetuate | 38) Noonday sun: The present time. Arrow denotes continuance into future |
| 39) The names and tokens of this BROTHERHOOD OF CHEERFUL SERVICE:
called by the Delawares
WIMACHTENDIENK WINGOLAICHSIK WITAHemui | 39) Symbols obvious |

HK
1/77

FORM #1

PLANNING A CHAPTER BANQUET

FIRST--PLAN EARLY

Set a date as soon as possible. Place it in the District Calendar. Look toward early January.

Begin looking for a banquet hall, catering services etc.

Set up committees--Food, Publicity, and Entertainment. Also, Banquet Program, Decorations, and Ceremonies.

THEN--DECIDE

Finalize the location, time and date.

Approve the menu and the cost per ticket.

Decide upon a guest speaker and a person for the Invocation.

Look into special awards and recognitions.

Discuss inviting guests--District Executives, Council Executives, or the Lodge Chief and Advisors.

FINALLY--ACT

Pre-sell tickets - set a deadline.

Print all tickets and programs.

Make sure all arrangements are confirmed - food, hall, awards, entertainment, and decorations.

Check to see if all committees are running smoothly.

Publicize the location and give directions.

Rehearse the ceremonies - Installation of Officers, and the Opening and Closing.

```
*****
*
*  REMEMBER, THE SUCCESS OF YOUR BANQUET DEPENDS ON  *
*
*  THE PREPARATION, EXECUTION, AND THE ORIGINALITY  *
*
*  OF YOUR PLANS. ALWAYS GIVE YOURSELF PLENTY OF    *
*
*  TIME. IF YOU DO THIS, IT WILL BE A SUCCESS!      *
*
*****
```


ORDER OF THE ARROW CAHOKIA CHAPTER

PATHFINDER DISTRICT
CHICAGO AREA COUNCIL
BOY SCOUTS OF AMERICA

HOPOAKAN CHAPTER

Order of the Arrow

24th ANNUAL BANQUET
WED., NOV. 16, 1977 - 6:30 P.M.

CHRIST LUTHERAN CHURCH
PARKSIDE & BARRY

2

DONATION

SCOUTS \$2.
ADULTS \$3.



23RD ANNIVERSARY BANQUET

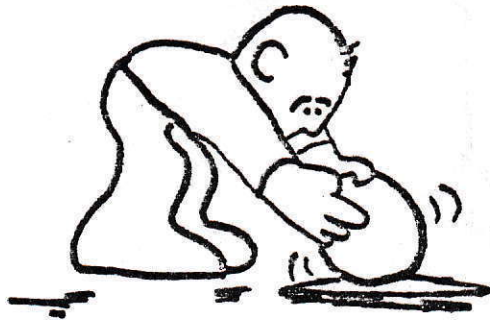
◀ 1977 ▶



1975 BANQUET
20th ANNIVERSARY OF KENEU CHAPTER
OWAISIPPE LODGE
ORDER OF THE ARROW
W.W.W.
INDIAN BOUNDARY DISTRICT
C.A.C.

MARCH 6, 1975---NORRIDGE COMMUNITY CENTER

CAMP PROMOTION



LEAVE NO STONE UNTURNED



CAMP PROMOTION

WHY

As a brotherhood of honor campers, it is our duty to bring the fun and excitement of camping to those who have not yet had the chance to experience it. We have many forms of camping at our disposal. Owasippe is the camp which most of us think about when asked about summer camp. It is open all summer from the beginning of July to the end of August for 1 and 2 week periods as well as the rest of the year for varying periods of time. Although many of us know this, there are many of boys all over the city who have been left in the dark. This is why Camp Promotion is such an important part of our program.

As well as Owasippe, there are many short term camps around the Chicago area which should be promoted. If it is not possible for a troop to spend some time at Owasippe, they may be able to camp at Crete, Kiwanis, Dearborn, or Yorkville. This may not be possible if you do not take it upon yourself to inform them about what is available.

HOW

You may be asking yourself how all of this can be made possible. The most important part of getting these boys to camp is contact. A troop must be contacted and then shown about camp. The Lodge has provided your chapter with a set of slides which may be used to show the boys and their parents what camp has to offer. Along with these slides you should have other visual aids. Posters and flipcharts will do most of your selling for you, letting the people see as well as hear all about camp. You can paste up pictures, patches, maps, momentos, and anything else that reminds you of camp. The best time to visit a troop is at a parents night so that you can not only sell the boy, but you will also sell the parents at the same time. Along with the set of slides that your chapter received there was an outline on how to conduct the presentation. These things are only a guide which should be expanded upon from your own experiences. Remember, contact the Scoutmaster and make an appointment before coming to a meeting.

LOOK NEAT AND PRESENTABLE

WEAR YOUR SASH

KNOW WHAT YOU ARE TALKING ABOUT

When your chapter is through with the promotion program, it is necessary for you to submit a report to the Lodge on your activities and progress. This is also required if you are thinking about receiving the Hand of Service Award. We need these reports in order to give our report to the council camping director and the national O/A officers.

SOURCES

Your own experiences (the most important)
Lodge Camp and Trail Book (It is available from any Lodge Officer for \$1.00. It is jam-packed with information about long and short term camping, high adventure, and even winter camping as well as hiking trails. Make sure that your chapter has at least one copy.)
Council Handouts

OTHER ALTERNATIVES

Camp promotion does not stop after the summer has arrived. For the campers who are experienced at Owasippe, there are other opportunities. There are high adventure programs including Philmont, Canoe Bases, etc. These should be promoted all year long.

Good Luck and Have Fun Promoting Scouting's Biggest Attraction,
CAMPING

POT SCOUTS
IN THIS
PICTURE
PROMOTE SCOUT
CAMPING
SIGN UP
SCOUTS
FOR
SUMMER
CAMP



CAMP PROMOTION NOTESPRIORITIES

1. The O/A's main purpose is to promote camping to the boys. The job of working with adults (leaders, committeemen, and parents) is primarily the responsibility of the District Camping Committee. Ideally, a member of the Committee should accompany every O/A Camp Promotion Team to speak to the adults in the Units. The adult advisor's main job is to help train, organize, and "back up" the team. If no member of the Camping Committee is present, he should talk to the adults.
2. Owasippe Lodge's Camp Promotion Teams main purpose is to promote facilities and programs provided by the Chicago Area Council. We are not responsible to promote other Council's facilities or programs, but we should assist units in obtaining information about them if they are interested.

PROCEDURES

1. Secure the information you need to organize your work.
 - A. Unit Leader roster-from District Camping Chairman.
 - B. Annual Camping Report-from the Lodge. Check to see which troops are "target units".
 - C. Promotional Literature-from the camping secretary. You only need 2 or 3 copies per troop, to show what is available. Additional copies should be obtained by the troop.
 - D. Audio-Visual aids-from District, Lodge and Council.
2. Together with your District Camping Chairman, contact your Scout Roundtable Commissioner to arrange a presentation at a Roundtable prior to the beginning of the Unit program, to use as a "Kick-Off". An opportunity should be given during the Roundtable for Units to make arrangements for their presentations. The units not present should be contacted individually to arrange for presentations.
3. Contact the Unit Leader to make an appointment to discuss your program at his convenience. Ask him to invite his committee, or ask to speak at a committee meeting.
4.
 - A. Visit the Unit Leader and committee to explain what is available in detail. Wear your complete uniform and sash. Have samples of literature and descriptions of audio-visual aids.
 - B. Offer to "tailor" your presentation to the unit's interests; it can be general or deal only with a specific program. The key word is FLEXIBILITY.
 - C. Set a date, time and location for your program. It should be a time to insure:
 1. Maximum Scout attendance.
 2. Maximum parent and committee attendance.
 3. Attendance by prospective Scouts, if possible.
 - D. If the Unit is not interested in any type of presentation, ask the Unit Leader to sign a slip to that effect to show that the Unit has been contacted.
5. Rehearse your presentation with the members of your team. Insure an adequate supply of the necessary materials. Be sure your presentation stays within the time allotted by the unit.

PROCEDURES (con'd)

6. Arrange with your District Camping Chairman to have a member of his committee attend the Unit presentation. Suggest that his committee have a "Camp Leader's Guide Book" to give the Unit Leader.
7. Conduct your camp promotion presentation.
 - A. Arrive to set up your equipment and displays. Be available to answer questions. All members wear complete uniform and sash.
 - B. Conduct your program by referring to your audio-visual aids.
 - C. Answer questions. If you don't know, admit it, and tell the unit you'll find out. Then follow up and DO IT!
 - D. If the parents are present, the Camping Committee Member (or team advisor) can talk to them about their particular interest such as financing, health, and safety, leadership and transportation; while the team talks to the boys about program and facilities.
 - E. Ask the Unit Leader to sign your Camp Promotion Worksheet so that you know you were at his troop.
8. Follow through to see that the unit makes the necessary reservation and deposit at the Service Center.

COUNCIL CAMPING

1. Council Facilities (units) - Weekend Camping, Summer Camp, Canoe rental.
2. Council Facilities (individual) - Provisional Summer Camp.
3. Council Training (units) - Weekend Back Packing
4. Council Training (individual) - Troop Leadership, Development Training, J.L.I.T.
5. Unit Activities (established campsites) - private, city, county, state, forest service, Bureau of land Management, military bases.
6. National Awards - Historic Trails, 50 Miler, National Camping
7. Financing - Unit Budget Money Raising Projects, Camperships, Scout Bucks, Saving Cards.
8. Insurance - Liability - council provides for approved activities.
Accident - council provides for Council and District activities, unit provides for unit activities
9. Forms - Tour Permits, Camping Log, Wilderness Permits, Medicals, Trail Award Applications.

REFERENCES - CAMP LEADERS GUIDEBOOK
WHERE TO GO CAMPING BOOKLET
TROOP FINANCIAL RECORD BOOK

CHAPTER CAMP PROMOTION REPORT

CHAPTER _____ DISTRICT _____

CHIEF _____ VICE CHIEF _____

I. Discription of Camp Promotion team. (Members, visual aids
visitations etc.)

II. Explanation of Presentation. (General Format)

III. Critique. (Evaluation of your Camp Promotion Program)

IV. Suggestions to the Lodge or Council. (Materials needed, help
needed in any area)

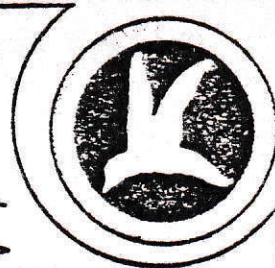
DATE _____

1 Indicate: O.C. - OUT OF COUNCIL
C.A.C. - OWASIPPE
N.R. - NOT REGISTERED

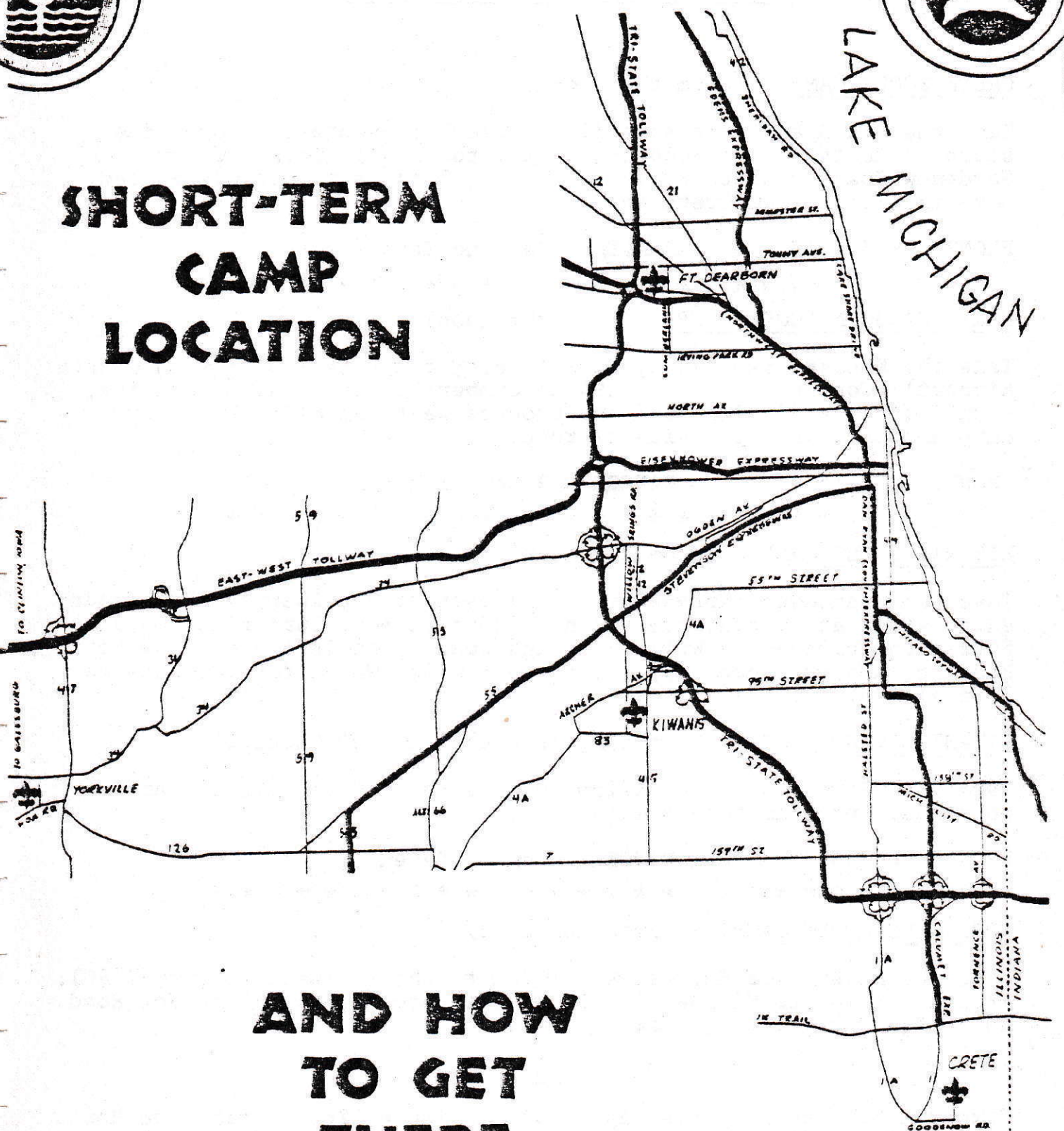
2 Indicate: N.C. - NO CONTACT
CAN. - CANCELLATION

3 If Parents Night, indicate P.N.
and include approx. no. of parent

FORM # 70



SHORT-TERM CAMP LOCATION

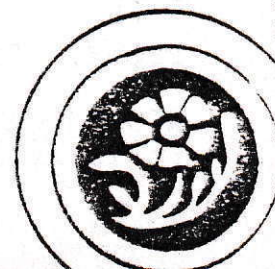
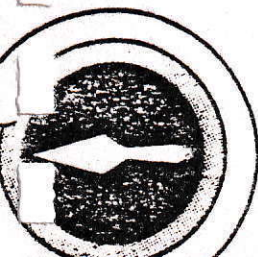


AND HOW TO GET THERE

CHICAGO AREA COUNCIL, BOY SCOUTS OF AMERICA

300 West Adams Street, Chicago Illinois 60606

PLEASE TURN PAGE FOR WRITTEN DIRECTIONS



DRIVING TO THE SHORT-TERM CAMPSCRETE SCOUT CAMP: (From the Loop)

Take the Dan Ryan Expressway (I-94) south to Route 394. Continue south on Route 394 to Goodenow Road (stop sign). Turn left on Goodenow Road to Crete Road (1½ miles). Turn left onto Crete Road. Camp is ½ mile from Crete Road.

PHONE: 946-2115 RANGER: Raymond Tarnow

* * * * *

FORT DEARBORN SCOUT CAMP: (From the Loop)

Take the Kennedy Expressway (I-94) north to Route 194 (toward O'Hare Airport). Continue on Route 194 to Cumberland exit. After exiting, turn left onto Higgins Road and proceed west one mile. Watch for camp entrance on right side of road.

PHONE: 692-3509 RANGER: Robert Bavirsha

* * * * *

KIWANIS SCOUT CAMP: (From the Loop)

Take the Stevenson Expressway (I-55) west to the LaGrange Road south exit. After exit, continue south to 95th Street. Turn right on 95th Street and proceed to Willow Springs Road. Turn left on Willow Springs Road to camp entrance, approximately ½ mile. Watch for entrance on left side of road.

KIWANIS SCOUT CAMP: (From the far south side of Chicago)

Take 95th Street west to Willow Springs Road. Turn left to camp entrance, approximately ½ mile.

PHONE: 839-5239 RANGER: Don Studaven

* * * * *

YORKVILLE SCOUT CAMP: (From the Loop)

Take the Eisenhower Expressway (I-90) to the Eastwest Tollway (190). Proceed on 190 to Highway 47. Turn left onto Highway 47 to Fox Road. Turn right 2½ miles to camp entrance.

O R

Take the Stevenson Expressway (I-55) to Route 126. Continue on Route 126 to Highway 47. Turn right onto Highway 47 to Fox Road (3 blocks). Turn left onto Fox Road, 2½ miles to camp entrance.

PHONE: 553-7342 RANGER: Leon Winckel

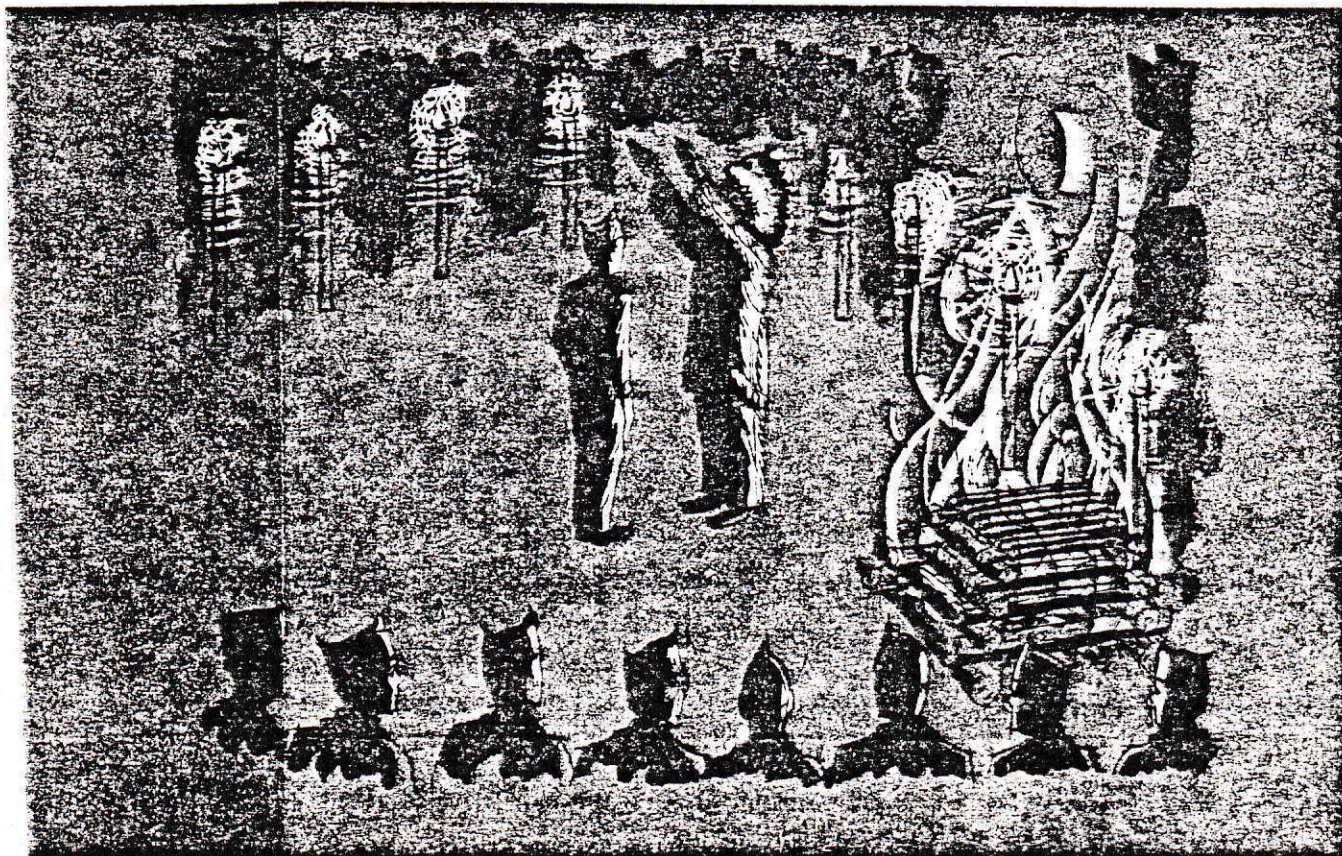
HOOVER CANOE BASE is located at Yorkville Scout Camp. See directions to Yorkville.

CEREMONIES

The Ceremonies of the Order of the Arrow are set up as a means of dramatizing its high purpose of Cheerfulness and Service. The Order is not a secret organization, and its ceremonies are open to any parent, Scout leader, or religious leader. Its ceremonies, however, employ the element of mystery for the sake of its effect on the Scouts who enter.

Each Chapter should develop a Ceremonial Team with the Chapter Meeting as the chairman. Its main responsibilities are conducting the ceremonies of the Ordeal and the Brotherhood as well as costume demonstrations.

This section contains various ceremonies--Rededication, Installation, Election and Broken Arrow--that your Chapter will probably use at least once during the upcoming year. To find more information on ceremonies, refer to the section called Fellowships in this Handbook. This section also contains some information on costume designing and places to obtain materials for your costumes.



CEREMONIES

PURPOSE

One of the most important responsibilities of the chapter officers and advisers is to make sure that the ceremonies of the Ordeal fulfill their high purpose. Lasting impressions that make the difference between success and failure of an Order of the Arrow Lodge start with the ceremonies of the Order.

The ceremonies of the Order are among the most colorful of any organization. They lend themselves naturally to their outdoor setting and local conditions. Let us not forget, though, that their success or failure depends on the fundamental rules of good showmanship. These ceremonies and their preparation take time and thought by members of the Lodge or chapter responsible for the presentation.

The ceremonies used in the Order have been scrutinized to make certain that they are not objectionable to any religious group because of any seeming similarity to religious rites or rituals. No change of any kind, therefore, is permitted to be made in the set ceremonies. Every attempt has been made, and always will be made, to keep the ceremonies true to Scout tradition and within the spirit of the Scout Oath and Law.

While the Indian tradition is used in the ceremonies of the Order and in the terminology for the dramatic effect, it is agreed that under no circumstances shall emphasis be placed upon the Indian aspects of the program to the degree that they obscure the objectives of the Order of the Arrow.

LODGE CEREMONIAL COMMITTEE

Shall consist of a chairman, adviser, and all chapter meteus, plus any additional members of the Lodge having an interest in Indian lore and wishing to participate.

The chairman shall be the Lodge meteu, appointed by the Lodge chief.

It shall be responsible for the maintaining of one or more Ordeal and Brotherhood Ceremonial Teams. The quality of these teams shall be on the highest standards, worthy of the traditions and honor of the Owasippe Lodge.

CHAPTER CEREMONIAL AND COSTUME COMMITTEE

Shall consist of a chairman, adviser, and members-at-large from the chapter

CHAPTER CEREMONIAL AND COSTUME COMMITTEE (con'td.)

The chairman shall be the chapter meteu, who is appointed by the chapter chief.

It shall be responsible for the maintaining of an Ordeal and Brotherhood Ceremonial Team. It shall also be responsible for the maintenance of all chapter costumes and properties.

The Ordeal and Brotherhood calling-out ceremonies shall be performed by this committee in a manner it deems fitting and proper for this occasion.

The Ordeal and Brotherhood ceremony may be performed by this committee using the Ordeal and Brotherhood pamphlets (latest edition).

CEREMONIAL SETTING

Choosing the site for the ceremony is very important. The more the setting lends itself to the purpose of the ceremony, the more successful will be your efforts to impress the candidates with the beauty and seriousness of the ceremony. The primary considerations one must keep in mind are privacy, naturalness and adaptability to the functioning of the Ceremonial Team.

The physical properties that are to be installed depend entirely on the local situation. As a rule, the minimum requirements are podium, places for the required number of fires and some device to hold the candles used in the ceremony. They should blend naturally into the setting so that there is no sharp contrast in the effect as a whole.

Here is your chance to use your ingenuity to put on an impressive and dignified ceremony, using plenty of color and pageantry. The basic thought or scheme should be based on traditional Indian lore practices. Coup sticks, rattles, anklet bells and even a peacepipe can be used to round out the dignity and authenticity of the ceremony. A tepee in the background also adds to the general atmosphere. No Indian ceremony is complete without the soft cadence of the tom-tom. When properly handled, it adds much to the impressiveness of the ceremony.

CONDUCTING A CEREMONY

Those conducting the ceremony should rehearse well in advance to avoid slipups and all parts should be well memorized. Each member should know and understand his part so that it will sound natural and not come up as pure rote memory. Do not "ham" it up, but maintain an air of complete confidence no matter what happens during the ceremony. If you find you have forgotten a part, by all means do not stutter or repeat yourself, but continue on as though nothing has happened.

CONDUCTING A CEREMONY (cont'd.)

By speaking all parts slowly and deliberately, pausing now and then to gaze upon the candidates, it will not be noticed if you have to search your memory to recall a word or two. Pronounce all words in a clear and loud enough manner suitable to the surroundings. The pitch of your voice should be flexible as you talk, giving emphasis to those parts that call for it. Body movements of the hands and head should also be used in an effort to present a natural effect. Look at each individual personally as you speak so that you may grasp his complete attention. A complete walk-through rehearsal should be held on the afternoon of the ceremony so that any last minute "bugs" may be removed.

CEREMONIAL COSTUMES AND ACCESSORIES

Seeing that this is a complete subject matter in itself, we refer you to the "Order of the Arrow Handbook." It is suggested that each member of the Ceremonial Team work for the Indian Lore merit badge which will give him a better insight and understanding of the subject.

TYPES OF CEREMONIES

The main types of ceremonies conducted by the Lodge or Chapter Ceremonial Teams are:

- A. Ordeal Calling-Out Ceremony
- B. Pre-Ordeal Ceremony
- C. Ordeal Ceremony
- D. Brotherhood Calling-Out Ceremony
- E. Brotherhood Ceremony
- F. Vigil Ceremony (conducted by Lodge Vigil Team)
- G. Recognition Ceremony (for Cub packs, Scout troops, Explorer posts and district events).

ORDEAL CALLING-OUT CEREMONY

See Order of the Arrow Handbook.

PRE-ORDEAL CEREMONY

A secluded place used for no other purpose and to the north of camp should be chosen for the Pre-Ordeal Ceremony. It should be given after dark, but not so late that it encroaches upon the proper time for sleep. The ceremony itself is found in the "Ordeal Ceremony" pamphlet (latest edition).

It is recommended that a discussion be held following the ceremony and before the candidates have been placed for the night. This should emphasize the purpose of the four requirements of the Ordeal and the importance of compliance with those requirements. (See the speech of Allowat Sakima in the Pre-Ordeal.) Special emphasis should be placed on the importance of the silence and the meditation, not only that night, but also the following day. (See Meteu's speech after the testing of the bow.)

ORDEAL CEREMONY

The Ordeal Ceremony should be conducted early in the evening to permit the candidates who have undergone an arduous mental and physical test to get sufficient rest.

The ceremony is found in the "Ordeal Ceremony" pamphlet (latest edition), which also shows the placement of the setting. Preferably, it is a separate setting reserved for the purpose, and may be the same area used for the Pre-Ordeal Ceremony or a different one.

The Ceremony Team, consisting of four members, may be supplemented by additional members serving as caretakers of the Council fire, assistant guides, drum beaters and the like. They should all be dressed in appropriate Indian costumes with all other Arrowmen present wearing Indian costumes, or Scout uniform and Arrow sash.

BROTHERHOOD CALLING-OUT CEREMONY

This may be done by one member of the Ceremony Team during the afternoon of the day set aside for the purpose of conferring the Brotherhood membership upon those worthy. He should be dressed in Indian costume and will tap out those candidates meeting the requirements for the Brotherhood.

BROTHERHOOD CEREMONY

The ceremony is to be found in the "Brotherhood Ceremony" pamphlet (latest edition). The ceremonial grounds should be set aside from the rest of the camp with the ceremony being held in the early evening after darkness has set in.

BROTHERHOOD CEREMONY (cont'd.)

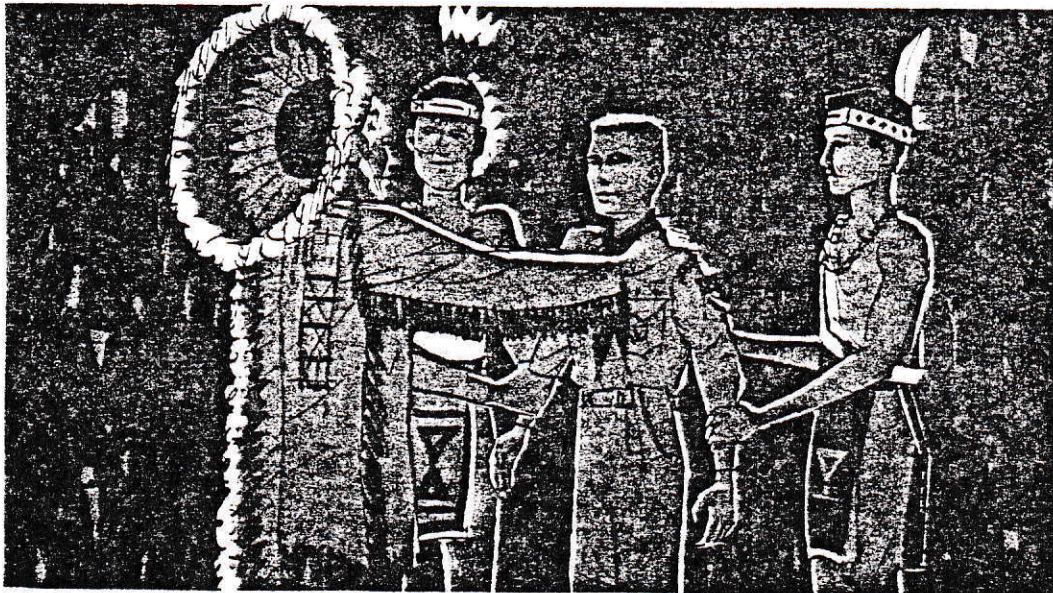
The Ceremony Team, consisting of four members, may be supplemented by additional members serving as firetenders, drumbeaters and the like. All team members shall be dressed in the appropriate Indian costume with all other Arrowmen present wearing Indian costumes, or uniform and sash. Only candidates, Brotherhood members and Vigil Honor members may attend.

Vigil Ceremony

To be conducted by the Lodge Vigil Honor Ceremonial Team in accordance with the Ceremony for the Vigil Honor pamphlet (latest edition). Only candidates and Vigil Honor members may attend.

HK
1/77

FORM #17



CEREMONY OF REDEDICATION

The onward Arrowmen plan calls for a ceremony of rededication to the principles of our Order at all formal functions of the Lodge.

The following ceremony should be used. In Ordeal Ceremony, insert this ceremony after "You will now take your places in the circle which is being widened to receive you," page 15, Ordeal Ceremony pamphlet. In Brotherhood Ceremony, insert after "You will take your places in the circle with your brothers," page 8, Brotherhood Ceremony pamphlet. In ceremony for the Vigil Honor, use as the closing after all other work is completed. At any other meetings of the Lodge and at area fellowship training conference, use this ceremony just before adjournment.

ALLOWAT SAKIMA (gives sign for silence): My brothers, before we close this Council that has brought us all together, let us pause to reflect upon the noble purpose of our Order. Meteu, please remind us of our obligation as members of this Brotherhood of Cheerful Service.

METEU: My brothers, it is well to pause and think deep thoughts and to meditate upon the real purpose of our brotherhood.

All of us have stood before the Council fire in the presence of Allowat Sakima and our brothers in the Order of the Arrow. We have made the Scout sign and have repeated a solemn obligation.

First, we said, "On my honor as a Scout." This is a serious and solemn statement. It means that we, as Arrowmen, must constantly strive to do our best to keep our word and uphold our honor. Nutiket, remind us of the first point of the Scout Law.

NUTIKET: A Scout is trustworthy. A Scout's honor is to be trusted. If he were to violate his honor by telling a lie or by cheating or by not doing exactly a given task when trusted on his honor, he may be directed to hand over his Scout badge.

METEU: Second, we said, "I will always and faithfully observe and preserve the traditions of the Order of the Arrow, W.W.W." The traditions of the Order are unfolded on the pages of our Order of the Arrow Handbook and are reinforced in our colorful and significant ceremonies. Our Order exists as a part of the program of the Boy Scouts of America. All of us are first Scouts, Explorers, or Scouters and second, members of the Order of the Arrow. Our constant aim is to strengthen Scouting, particularly Scout camping. We were elected by our fellows not so much for what we have done, but for what we are now expected to do.

KICHKINET: A Scout is loyal. He is loyal to all to whom loyalty is due, his Scout leader, his home and parents and country. May we always be loyal to our obligation in the Order of the Arrow.

HK
1/77

FORM #18

INSTALLATION CEREMONY FOR CHAPTER OFFICERS

Brothers, the results of the elections of the officers of our chapter are now to be declared to you. As the privileged brothers are named, they will please join me here.

The offices of chief and vice-chief are the most important in our chapter, thus requiring integrity and capability of the two brothers who have been chosen to fill the positions. The men chosen by you have fitly proven their suitability.

CHAPTER CHIEF _____ VICE-CHIEF _____

The two offices of secretary in this chapter share equal responsibility and importance. The one, in that the brothers need to be notified of future events. The other, in that the brothers are to be provided with a record of past dealings for future reference. Brother officers thus should show great attention to detail in the fulfillment of their duties. The officers have been fitly chosen.

RECORDING SECRETARY _____ CORRESPONDING SECRETARY _____

The office of treasurer of this chapter is, of course, an important one, for the brothers must be kept informed of how much money they have for their use personally, and for the purpose of bestowing honors on their brothers in public ceremonies such as this. This office requires diligence and honesty above all. This officer has also been well chosen.

TREASURER _____

YOU WILL ALL RAISE YOUR RIGHT HAND TO THE SCOUT SIGN AND REPEAT AFTER ME ---

I (SAY YOUR OWN NAME), DO HEREBY PROMISE, ON MY HONOR AS A SCOUT, / THAT I WILL ALWAYS AND FAITHFULLY/ DISCHARGE THE DUTIES OF MY OFFICE AS/ (SAY YOUR OFFICE)/ IN THE _____ CHAPTER OF THE ORDER OF THE ARROW/ WIMACHTENDIENK W.W./. FURTHER,/ I WILL SEEK AID WHENEVER NECESSARY/ FROM THOSE QUALIFIED TO HELP ME./ AND I DO PROMISE/ TO DISCHARGE MY OBLIGATIONS HONESTLY - AS A SCOUT,/ CHEERFULLY - AS A BROTHER OF THE ORDER,/ AND DISCHARGE THEM TO THE BEST OF MY ABILITY/ - AS A MAN.

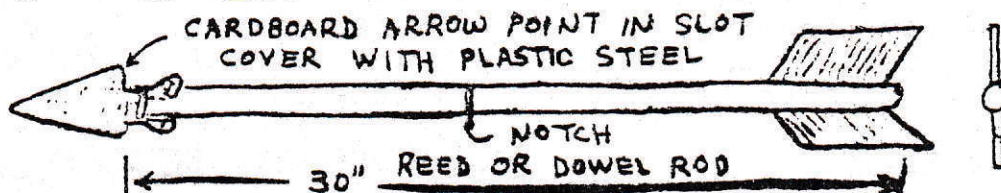
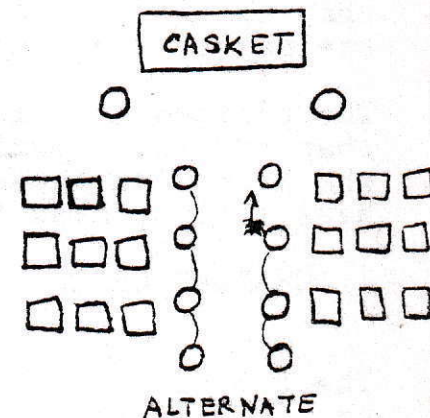
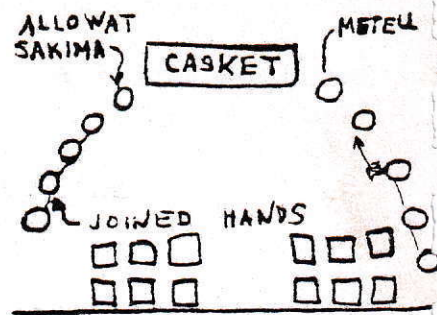
CLOSING

ARROW SONG

THE BROKEN ARROW CEREMONY

This ceremony is a final tribute to a deceased Arrowman, who has served cheerfully to help others and who in his daily life has lived the Scout Oath and Law. It is performed at the wake with he consent of the deceased's family. It is proper that either preceding or after the ceremony, the Chapter and/or Lodge Advisor, Chapter and/or Lodge Chief and the acting Allowat Sakima and Meteu offer proper condolences to the deceased's family. All available Order of the Arrow members should be in full uniform with O/A sash.

The Brothers file into the parlor forming two equal lines extending from each end of the casket. One line is led by Allowat Sakima while the other line is led by Meteu. Once in position, the Brothers shall cross arms, right over left, and joined hands with the Brothers on each side. An arrow (which has been previously painted red) will be carried by the second Brother in Meteu's line. Each of these Brothers shall hold the arrow by opposite ends, leaving a space in the line bridged by the arrow, to indicate the Spirit of the departed Brother. Allowat Sakima and Meteu will be in full Scout or Explorer uniform with O/A sash and will wear appropriate Indian head dress. Allowat Sakima and Meteu step in front of the casket about three feet and face the mourners.



METEU: We are members of _____ Chapter, Owasippe Lodge, Order of the Arrow. The Order of the Arrow is a society of Scouts, Explorers and Scouters who have been recognized by their fellow Scouts for their outstanding devotion to the high ideals of the Scout Oath and law. Its foundation is brotherhood in cheerful service modeled after the Delaware Indians. We have come to pay our final tribute to our departed Brother.

Allowat Sakima, Chief of the Fire, shall now relate a brief Scouting history of our Brother.
(Nods and turns to Allowat Sakima)

ALLOWAT SAKIMA: (Gives a brief Scouting history of the departed Brother. Information may be obtained from personal history forms or from close Scouting friends.) (Nods and turns to Meteu)

METEU: Peacy my Brothers of the Arrow
Of this Lodge and humble tribe,
Bear with me this obligation
To our Brother gone before us
On the trail of fulfillment.

He who camped and served among us,
He who always stood beside us,
Now has left his earthly trail
For the trail of his Maker.

continued.....

EU: Let us in our hearts and minds
Remember he who was our Brother
On the earth...But now in spirit,
Remember (name of deceased) who IS our Brother.

Meteu gets red arrow which has been held between the second and third Brothers in his line.
These Brothers will not join hands when the arrow is taken by Meteu. The space in the line
is to remain as an indication of the position formerly held by the departed Brother. The
arrow should be taken and given with both hands on the arrow at all times during transfers.
Meteu then passes the arrow to Allowat Sakima. Allowat Sakima takes the arrow with both
hands.

ALLOWAT SAKIMA: As a symbol of our Order, the arrow has been fitly chosen.
It must be straight, its point keen. Aimed high, its course
is undeviated, its direction onward and upward. It therefore
becomes a symbol of leadership. The breaking of this arrow
(break arrow) is symbolic of the end of strife and the
beginning of peace. (Place arrow on corpse with the point
over the right shoulder or give broken arrow to the widow.
O/A sash can be placed across the corpse's chest by Meteu.)
Meteu, will you give us a prayer?

EU: Oh, Great Master,
Hear us in our prayer this evening,
A final tribute to our Brother.

He who loved the haunts of Nature,
Loved the moonlight on the water,
Loved the sunshine on the meadow,
Loved the shadow of the forest,
Loved the wind among the branches,
Loved the rushing of great rivers,
Loved the thunder of the mountains,
And all of Nature in its splendor,
Found in Nature his duty to Man,
And pledged himself to cheerful service,
Serving his Master and the Man.

Rest Brother, we've known you well indeed
And now in peace you'll sleep.
You've done your work and done it well
So none of us need weep.
In Scouting we will miss your smile
And your friendly handclasp
But your Master will guide your steps aright
And point the way for you.

Let us pause for a moment of silence, that each of us
may pray in his own fashion.
(Pause for an appropriate length of time)
So may it be.

Allowat Sakima then leads his line past the casket and files out of the
parlor. Meteu then follows by leading his line past the casket and also
files out of the parlor.

(Ceremony was originally developed by Naju Amochol Chapter, Owasippe Lodge #7)

YOUR CEREMONIAL COSTUMING

CHIEF -- ALLOWAT SAKIMA

1. Double trailer of chief's bonnet.
2. Leggings and war shirt with one color.
3. Bells, necklaces, and moccassins.
4. Breech cloth or ceremonial apron.
5. Make the chief look superior and distinguished.

THE MEDICINE MAN -- METEU

1. Single trailer of bonnet with horns.
2. Leggings of dark color. Warshirt light or dark.
3. Bells, necklaces, and breech cloth.
4. Meteu should give a feeling of mystery.

NUTIKET THE GUARD, AND KICKKINET THE GUIDE

1. Leggings, war shirt, breech cloth or apron of simpler nature.
2. Bells, necklaces, moccassins.
3. Simple looking customs.

YOUR GREATEST SOURCES FOR THE CEREMONIES ARE THE ORDEAL AND
BROTHERHOOD HANDBOOKS.

MATERIAL SUPPLIERS

Western Trading Post, Inc.
32 Broadway
Denver, Colorado 80203
Phone number - 777-7750

Grey Owl Indian Crafts
150-02 Beaver Rd. Dept S-76
Jamaica, New York 11433

Tandy Leather - local stores in
most neighborhoods; you don't
have to wait a long time.

Plume Trading and Sales Co.
P.O. Box 583
Monroe, New York 10950
Phone number - 914-782-8594

Ozark Trading Post
c/o Dick Blakeney
Dept. AI
P.O. Box 25644
Oklahoma City, Oklahoma 73125

Oklahoma Indian Marketing
P.O. Box 4202
Tulsa, Oklahoma 74104

Sacks Wholesale Leather
South Side of Roosevelt Rd.
1st building east of Dan Ryan
Expressway
Cheapest Leather Around -- Likes Scouts

CHAPTER ASSISTANCE

PURPOSE

Chapter Assistance has become extremely necessary since some of the Chapters have merged with other Chapters and because of the "lull" in registration, some of the Chapters are losing their strong Arrow programs. People move, become disinterested or are uninformed of the Chapter's existence. This accounts for some of the lack of participation. Chapter Assistance is designed so that we can build up the leadership, fellowship and enthusiasm that has been slowly diminishing in some of our Chapters.

HOW CAN YOU HELP?

Every Chapter shares the responsibility of Chapter Assistance. Whether it be at the Get Together, Fellowship, or even Camporee, a little help from your Chapter to another Chapter is Chapter Assistance. Get to know those Chapters around you and ask them if they need help with membership, camp promotion, costumes, or any of a number of things. In this way, you will not only be sharing ideas, by doing this, you will be sharing one of the most important goals of our Order--FELLOWSHIP. In other words, keep in touch with the other Chapters around your area and help them to be a growing and successful Chapter. If you offer your services in the right way, they can't turn you down.

HOW IMPORTANT IS CHAPTER ASSISTANCE?

Very!! As the adage "wears on", a chain is only as strong as its weakest link. So too, Owassippe Lodge is only as strong as the weakest Chapter. Let's keep the chain firm bound in the Brotherhood, by serving your fellow Chapters.

he who serves his fellows, is among

his fellow's greatest !

SERVICE AND IDEALS

One of the high ideals of the Order of the Arrow is SERVICE not only to our chapter's district, but also to our Lodge, Council, and Community. There will be many occasions where your chapter will be asked to serve. The following list will provide you with some ideas on how you can serve your District, Lodge, Council and Community. Remember, it is one thing to serve and another to serve cheerfully! Let this list remind you of the many opportunities where your chapter can prove its Cheerful Service.

DISTRICT LEVEL

- ☐ First Aid Meet staff
- ☐ Klondike Derby staff
- ☐ Pinewood Derby officials
- ☐ Camporee staff
- ☐ Campfire program
- ☐ Lifeguards at Cub Pack Swim Night
- ☐ Indian dancing at Blue and Gold dinner
- ☐ Paper drive service corps
- ☐ Broken Arrow Ceremony
- ☐ Sponsor religious worship books at district camporee
- ☐ Webelos Day service corps
- ☐ Cub Olympics service corps
- ☐ Camp Promotion visitations
- ☐ Banquet service corps
- ☐ Finance drives

COUNCIL LEVEL

- ☐ Show and Do service corps
- ☐ Camp Promotion visitations
- ☐ Annual Banquet service corps
- ☐ Fun Fair service corps

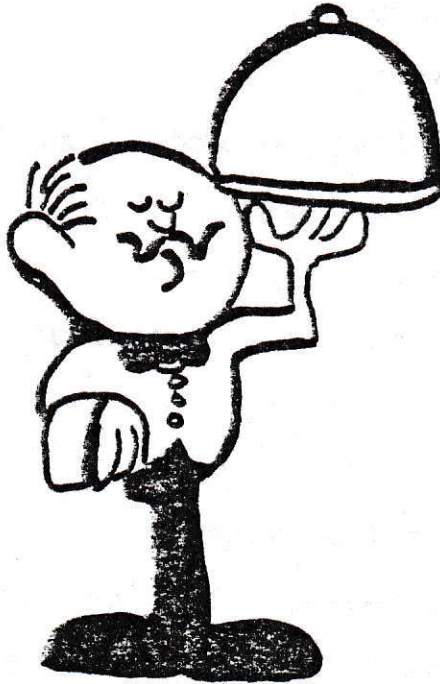
- ☐ Collating Camping booklets
- ☐ Camp Staff--long and short term camps
- ☐ Paper drives
- ☐ Swap Meet Service Corps

LODGE LEVEL

- ☐ Host chapter for the Get Together
- ☐ Host the work projects at the Work Weekend
- ☐ Host the entertainment at the Work Weekend
- ☐ Ceremonial Team at summer camp
- ☐ Honors master at summer camp
- ☐ Taskmasters at the Fellowship
- ☐ Ceremonial Team at the Fellowship--Ordeal and Brotherhood
- ☐ Host the cooking at the Fellowship
- ☐ Banquet Program at the Fellowship
- ☐ Discussion leader at the Chapter Officer Training Seminar
- ☐ Host chapter at C.O.T.S.
- ☐ Newsletter staff
- ☐ Parliamentarian, or Lodge photographer
- ☐ Different Chairmanships needed--Get Together, Service and Ideals, Chapter Assistance, Nominations, Vigil Honor Screening, Fellowship, and Arrow Editor as well as Lodge Meeting.
- ☐ Chapter Assistance--The growth and success of your chapter could benefit a chapter that needs your help in membership, unit elections, camp promotion or a number of areas.
- ☐ Section Conclave participation
- ☐ Section Conclave discussion leader
- ☐ By laws or any other special committee

COMMUNITY LEVEL

- Community events service corps--flag color guard
- Dance team shows at community functions
- Scout Camp Promotion presentations
- Recruiting boys into Cubbing or Scouting
- Ecology--conservation service
- Orphanage or Senior citizens home visitations
- Parade participation
- Community crisis service corps



YOUR CHAPTER : EXISTS
TO SERVE

FELLOWSHIPS

A Fellowship is a Chapter's opportunity to induct new members of its District into the Order of the Arrow. Its goals are limitless including the most basic goals -- Service and Fellowship. This section is designed to illustrate how to go about conducting a fellowship, provide some helpful hints, suggest some sample letters, and introduce the new Brotherhood questions.

A Typical Fellowship Agenda is shown, which gives you an idea of a sample agenda, and the Ordeal Candidate Roster enclosed can be used when registering your candidates.

Finally, the Spirit of the Arrow enclosed in this section will provide you with an idea of how the Order of the Arrow is a "Thing of the Spirit."



CONDUCTING A FELLOWSHIP

A successful fellowship should be planned well in advance, at least four to six months. Target dates should be set for completion of work by the various committees. The fullest cooperation is needed from everyone on the Executive Committee. The Chapter Chief selects a Chairman and Adult Advisor for the fellowship. As Chapter Chief, he is an ex-officio member of the committee. The chairman, with the help of the Chief and advisor, selects chairman for the following committees:

ARRANGEMENTS
BROTHERHOOD
CEREMONIES

FOOD/BANQUET
ORDEAL MASTER
PROPERTIES

PUBLICITY
REGISTRATION
TRANSPORTATION

The duties of the various Fellowship Committees are as follows:

FELLOWSHIP CHAIRMAN - The foremost responsibility of the Fellowship Chairman is to coordinate the efforts of all of the above mentioned committees to see that the fellowship will be a success. He should work closely with each committee to see if they are functioning properly and according to schedule. He should also seek approval from his District Executive. In addition to these responsibilities, the Fellowship Chairman should:

Send out notices to units and Chapter members (publicity)

Set the prices on the fellowship (members, candidates)

- should include cost of sash, food, Spirit of the Arrow Booklets, transportation, O/A flap, other items

Secure the location and make necessary arrangements

Set up time schedule for fellowship

Handle registration with Registration and Treasurer

Set up Ordeal Masters and Taskmasters

Obtain Spirit of the Arrow Booklets and Sashes

Coordinate involved Committees and SET MOOD

ARRANGEMENTS COMMITTEE - Procure fellowship site. This should be done four to six months in advance of the fellowship. Check with your district executive and Lodge minutes to be sure that other important activities are not occurring on the same weekend. The site should have facilities for cooking, camping, special activities and ceremonies. Pick a place reasonably close to where your members live. If the site has not been used by your chapter before, an advance visit is necessary. Make sure a camping permit is secured

by an adult chapter member. Specify the need, if necessary, for cooking, cabin and banquet accommodations.

BROTHERHOOD COMMITTEE - This committee should work directly with the Unit Elections Committee and send out an INVITATION TO THE BROTHERHOOD CANDIDATES like FORM # 24 in this section. After a brotherhood candidate acknowledges that he will attend the fellowship, the Brotherhood Committee should send him a CONFIRMATION LETTER, similar to FORM # 25, also in this section. As the event approaches, the Brotherhood Committee should be responsible for questioning the Brotherhood Candidates. These BROTHERHOOD QUESTIONS can be found in this section as FORM # 15. Finally, the Brotherhood Committee should help with preparing the Brotherhood Candidates and preparing the Brotherhood Ceremony.

FOOD AND BANQUET COMMITTEE - Plan a substantial meal. Stay away from dishes that are hard to prepare or difficult to produce. Pick a capable committee. It is the committee's responsibility to plan and cook the meals. Be sure cooking area has the needed facilities for preparing meals as well as the required utensils. If not, secure them. Check water supply. In summary, the Food and Banquet Committee should be responsible for:

Proposing a menu for a given budget

Purchase and transport food and misc. equipment

Seek donations to limit expenses

Be responsible for incidental supplies (toilet paper etc.)

Plan a meal schedule

ORDEAL MASTER - Appoint an Ordeal Master. He should be under 21. Being of mature nature, he will be the one who will be in charge of candidates during the Pre-Ordeal and Ordeal ceremonies, and who can make intelligent substitutions for health or weather conditions in the Ordeal procedure. His helpers will be TASKMASTERS, with a ratio of one to five candidates. Taskmasters will work along with candidates and see that tasks are completed. Be sure there is no hazing! Candidates should get a feeling of satisfaction and accomplishment during the Ordeal, not a feeling of contempt.

PROPERTIES - Appoint a small committee to build and care for all fires and other ceremonial equipment. This committee's responsibilities are:

Build all ceremonial fires

Procure bow, candles, sashes and podium

Make torches, if used

Obtain a burden

Repair or build a ceremonial ring

Store equipment, clean area, and extinguish all fires

Most of these items can be done well in advance of the fellowship.

PUBLICITY COMMITTEE - This committee not only publicizes the date, time and location of the fellowship, but it also tries to promote all members to attend the fellowship. In addition the Publicity Committee should post road signs along the route within a couple of the camp so that the members and candidates will be able to find it without trouble. These signs, you will find, will be very important, and if necessary, they should be visible at night.

REGISTRATION COMMITTEE - All registrations for your fellowship should be mailed to your Chapter Corresponding Scribe or to your Fellowship Chairman. The Registration Committee should work closely with the Chapter Unit Elections Committee. It should notify those Scouts elected, into the Order, of the Fellowship. This notification should take the form of a letter similar to the LETTER TO ORDEAL CANDIDATES (FORM # 50) found in this section. A letter should also be sent to the chapter members announcing the fellowship. At the Fellowship, the Registration Committee should use an ORDEAL CANDIDATE ROSTER when registering the Ordeal Candidates as they arrive. In addition, the Registration Committee should be responsible for:

Filling out the membership cards

New member orientation

TRANSPORTATION COMMITTEE - The purpose of this committee is to make sure that all candidates and members have transportation to the fellowship. Emphasize that a lack of transportation should not hinder anyone from attending the fellowship. Get a list of drivers that have some extra room in their vehicles.

OTHER COMMITTEES

BANQUET PROGRAM - Should be conducted in a dignified manner to compliment the beauty and impressiveness of the ceremonies. Have a banquet M.C. to plan the program. A suggested program could be:

Invocation	Inspirational Talk
Chief's or Advisor's Minutes	Ordeal Master's Talk
Introduction of new members	Calling out by year and honor
Serving of food	Closing - Arrow Song
Songs, skits, stunts	Clean-up

CEREMONIAL TEAM

Make your ceremonies as impressive as possible so that they will be a lasting memory for the candidates. The Chapter Meteu is the

Chairman of this committee. The Ceremonial Team should be a standing committee of the chapter. It is composed of two teams with two people for each part if possible. All parts should be memorized. The following equipment is desirable for the ceremonies preformed at your fellowship:

Bonnets
Head Bands
War Shirts
Leggings
Vests
Matches
Totems

Grease Paint
Rags
Cold Cream
Drums
Moccasins
Sashes
Mirror
Smudge Pots

Bells
Shields
Coup Sticks
Ceremonial
Booklets
Candles
Torches

HINTS FOR A GOOD FELLOWSHIP

- * Meet with the Camp Ranger or proprietor in order to know the limitations, regulations and work projects available. Secure all tools for the work projects.
- * Smudge Pots can be very effective in your ceremonies. They are easy to make and can be used to light the trail to your ceremonial ring. To keep them safe, have some Arrowmen stand by each pot. The only materials you need are a coffee can, tissue or toilet paper, and some kerosine.



TOILET PAPER
Kerosine

**REFER TO APPENDIX B

- * Have the members of your Chapter wear complete UNIFORMS AND SASH whenever appropriate.
- * All members who attend the fellowship should work. Suggested projects are available through the Council office.
- * Have a contest to pick a design for a Fellowship Neckerchief. Neckerchiefs promote interest in the activity, but make sure they are manufactured and delivered at least two weeks before your fellowship.
- * Have Pre-registration well in advance for two reasons; it will give you an idea of the number of members attending, and it will supply you with money to work with.
- * Publicize, Publicize, and Publicize
- * Remember to keep a spirit of CHEERFUL SERVICE
- * The best advice is to PLAN EARLY

TYPICAL FELLOWSHIP AGENDA

FRIDAY	6:30 - 8:30	REGISTRATION (Fellowship Registration Center)
	9:00	PRE-ORDEAL CEREMONY (Ceremonial Site)
	9:45	FIRST SESSION
	10:00	CRACKER BARREL
SATURDAY	6:30	CANDIDATES RISE
	7:00	MEMBERS WAKE UP
	7:30	BREAKFAST
	8:15	OPENING AND WELCOMING
	8:30	WORK DETAIL
	12:00	LUNCH
	12:45	SECOND SESSION
	1:00	WORK DETAIL
	5:45	BREAK FOR DINNER
	6:00	DINNER
	7:00	THIRD SESSION
	8:00	BROTHERHOOD CEREMONY (Ceremonial Site)
	9:00	ORDEAL CEREMONY (Ceremonial Site)
	10:00	BANQUET (Uniform and Sash)
	11:30	TAPS
SUNDAY	8:00	BREAKFAST
	9:00	CLOSING

Include places where the events meet.

Dear Order of the Arrow Candidate;

Congratulations upon being elected into the one of the most exciting facets of the Boy Scouts of America — the Order of the Arrow. Now that you have been elected by your fellow scouts, you will undertake the Ordeal which will be held at the _____ on _____.

To get to the camp. . . . (directions to the camp)

If you have any serious transportation problems, and you need a ride please call _____, Transportation Chairman at _____. He will try to get you a ride to the fellowship if you need one. Don't let a lack of transportation keep you from coming to the fellowship.

The entire cost of the fellowship for an Ordeal Candidate is \$_____. This includes meals, registration, and your Ordeal Sash. It is important that you be at the Fellowship Registration Center by 7:30 Friday night; the Pre-Ordeal Ceremony begins at 9:00.

It is absolutely essential that you bring the following equipment:

SLEEPING BAG
PONCHO AND/OR GROUND CLOTH
COMPLETE UNIFORM
WORK CLOTHES

If you have any questions you can call me at _____. Otherwise, we'll see you at the fellowship.

Steve Scout

Steve Scout, Chairman
Fellowship Committee

----- TEAR OFF AND PLEASE SEND IN -----

THIS FORM MUST BE MAILED TO: Steve Scout AS SOON AS POSSIBLE.
Fellowship Chairman
Address, Zip

Please check the appropriate box:

- ☐ I will be attending the _____ Chapter Fellowship and I have enclosed my \$____ registration fee.
- ☐ I will be attending the _____ Chapter Fellowship, however, I will pay my registration at the Fellowship. Please reserve a place for me.
- ☐ I choose not to be inducted at this time and I will not be attending the Fellowship.
- ☒ Please make checks payable to (Fellowship Chairman)
- ☐ I have transportation to the Fellowship.
- ☐ I will need transportation to the Fellowship.

NAME _____ UNIT _____ ADDRESS _____

DEAR ORDEAL MEMBER:

From the inception of the Order of the Arrow in 1915, it was intended that all its members should be of the same rank or standing. Recognizing that the personal growth required to reach a full understanding of the traditions of the Order does not come immediately, the founders provided that the Order of the Arrow induction should continue over a period of months following the Ordeal. The Ordeal and Ordeal Ceremony brought to you many ideas that were new and difficult to comprehend. During the months that followed, you were encouraged to think about your Ordeal, and to deepen your understanding of its meaning by exercising the qualities of brotherhood and cheerfulness during continued service to your home unit. The experience gained during this vital period should strengthen your commitment to the Order's principles and enable you to accept the additional obligations and insights of the Brotherhood.

If you have continued faithfully to serve your fellowman and have completed the following requirements, you may now seal your membership in the Order through the Brotherhood ceremony:

-Ten months' service as an Ordeal member
-Registered active membership in Scouting
-Registered active membership in the Order of the Arrow
-Memorize the Obligation, the Order of the Arrow Official Song, and the Admonition

It is important that you not only qualify for the above requirements, but that you feel that you are prepared for the Brotherhood. Write a letter expressing your feelings to the Chapter Secretary in which you

-Explain what you think the Obligation means
-Describe how you have been fulfilling this Obligation in your troop or post and in your daily life, and how you have used your understanding of the traditions of the Ordeal to aid in your service
-Describe the specific plans you have for rendering service to the chapter in fulfillment of the new pledge you expect to take

If you are ready to take this step, fill out the form enclosed and submit your written statement. Forward the form and the statement to the Chapter Scribe no later than _____ so that your name may be put in for nomination.

Yours in Fellowship,

CHAPTER SCRIBE

ADDRESS _____

PHONE _____

Owasippe Lodge #7

Chicago Area Council

PLEASE PRINT IN INK

NAME _____ PHONE _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
AGE _____
UNIT NUMBER _____ UNIT POSITION _____
DISTRICT _____

PLEASE BE SURE TO ENCLOSE THE LETTER ASKED FOR IN THIS LETTER!

DEAR ORDEAL MEMBER:

I have received your letter and am glad to hear that you are prepared to accept the additional obligations of the Brotherhood. This is an opportunity for you, as a member, to evaluate your past contributions to Scouting and the Order and to reaffirm your belief in the purposes of the Order.

Enclosed you will find a copy of eight (8) questions. You will be required to memorize the "Order of the Arrow Song", the Obligation and the Admonition. You will be expected to satisfactorily answer/explain the questions in your own words.

After the Brotherhood ceremony, you will become a "Brother" in the Lodge, thus concluding your Order of the Arrow induction. The Order is trying, thereby, to impress upon you the value of a life of cheerful service to others, and the knowledge that all others are your brothers.

The Ordeal consisted primarily of physical impressions, new associations, and additional preparation. The Brotherhood ceremony is one of deeper and quieter mental impressions for you.

The next Brotherhood ceremony will be conducted on:

_____ AT _____.

You will be required to attend the entire Fellowship commencing at _____ and end approximately _____.

Cost, including Brotherhood sash, will be \$ _____ and should be sent to:

You are reminded that if your reservation is not received before _____, your opportunity to receive the Brotherhood at this time will be withheld. An opportunity will be available at another time.

Yours in cheerful service,

CHAIRMAN, BROTHERHOOD COMMITTEE

Phone _____

BROTHERHOOD QUESTIONS

The eight questions for understanding the Ordeal are as follows:

QUESTION

WHO IS KICHKINET? NUTIKET? METEU? ALLOWAT SAKIMA?

ANSWER

Kichkinet is your guide in the ceremonies. He symbolizes helpfulness and friendliness. Nutiket is the guard of the circle. He upholds the tradition of cheerfulness. Meteu is the medicine man and representative of Brotherhood. He reminds us of our need to "love one another." Allowat Sakima, the mighty Chief, symbolizes service. From him you accepted the Obligation of the Order.

QUESTION

HOW WAS THE ARROW REVEALED TO YOU IN THE PRE-ORDEAL?

ANSWER

Allowat Sakima praised your dedication to the Scout Promise, noting that this dedication prompted your companions to elect you to the Order. Meteu went on to point out that this dedication would also be greatly needed in the future. Confident of your firmness of purpose, he symbolizes your strength by shooting an arrow on a straight upward course, noting that it would take you directly to the Order's goal. You then tested the bow he had used to shoot the arrow in token of your willingness to make the journey which lies ahead.

QUESTION

WHAT ARE THE TESTS OF THE ORDEAL, AND WHAT DO THEY ILLUSTRATE?

ANSWER

The night alone focuses attention on your need for courage and self-reliance on the trail ahead. You must be willing to accept individual responsibility for your thoughts and actions. You will find that your course will set you apart from your friends, to the extent of isolation, but you must act according to your resolution regardless of what others do or fail to do.

Your pledge of silence emphasizes the continuing need for you to spend time in thoughtful silence. Difficult decisions will face you now and in the future, and you will need to deeply search your heart and spirit to find the resolution that will guide you onward successfully. The scant food test illustrates self-denial. You will often find it necessary to abandon mere personal comfort or desires in order to fulfill your obligation. The day of work indicates your willingness to give service, even when this service involves hardship and toil. In the Ordeal, you worked with the help and cooperation of other candidates and members, but now you must be ready to serve without the help and cooperation of others.

QUESTION

WHAT ARE THE THREE SYMBOLIC PREPARATIONS FOR THE OBLIGATION?

ANSWER

Before you enter the circle, you placed your hand on the shoulder of the candidate ahead of you to indicate your intention to continue in service to your own Scout or Explorer unit. Kichkinet, seeing that you had the same purpose, symbolized this bond of Brotherhood by binding you all together with the rope. Finally upon Allowat Sakima's direction, Kichkinet asked you to advance before the fire of cheerfulness.

QUESTION

WHAT IS THE TRADITION GIVEN US BY UNCAS, AS DESCRIBED IN THE LEGEND?

ANSWER

The legend relates how the peaceful lives of the Lenni Lenape Indians were threatened by neighboring tribes and distant enemies. Chief Chingachgook's call for volunteers to go and alert other villages of the tribe was met with apathy and indifference from tribal members. Uncas cheerfully offered his help despite the negative attitudes of everyone around him. He cared enough for others that he was willing to face hardship and danger to protect them from harm. Uncas clearly saw a high vision, and his desire for his brothers was that they could see it too. The self-sacrificing service given by Uncas and Chingachgook is said to have saved the tribe from annihilation.

QUESTION

WHAT IS THE SIGNIFICANCE OF ALLOWAT SAKIMA'S DESCRIPTION OF THE ARROW IN THE ORDEAL CEREMONY?

ANSWER

The Chief stated that the various qualities attributed to the Arrow are ingredients of leadership. His discussion is a continuation of Meteu's comments about the Arrow in the pre-ordeal. The Ordeal asks each one to act according to his highest sense of right, regardless of the attributes or actions of others. The four tests and the Obligation point the way, and Allowat Sakima revealed his way as one of real leadership. Any member who understands his Obligation and is striving to fulfill it inevitably becomes a center of strength in his troop or Explorer unit. His example sets the pace in cheerful service, and his dedication has a rich effect on those who know him. Although wearing the sash identifies a Scout or Explorer as a member of the Order, it is his efforts to fulfill his Obligation that truly distinguishes him and provides others with glimpses of the Arrow.

QUESTION

WHAT IS ORDEAL MEMBERSHIP?

ANSWER

Like the Ordeal, it is a time of trial during which your understanding of the traditions of the Arrow will be put to the test. In the Ordeal ceremony, each advancement you made into the circle was challenged, but your resolution and faithfulness in time of testing enabled you to go forward. You will find this to be true also in the experiences ahead. By striving to fulfill your obligation, you will provide the higher vision of Brotherhood, cheerfulness and service to your fellow Scouts or Explorers, even as Uncas did for his tribe.

QUESTION

WHEN ARE YOU READY TO ACCEPT BROTHERHOOD MEMBERSHIP IN THE ORDER?

ANSWER

Successfully meeting the demands of the Obligation is usually rather hard for the first several months. Gradually, however, your dedication

to it will bring about changes which will make it easier for you. Eventually, the Spirit of Cheerful Service will become almost second nature to you, and you will be fulfilling the Obligation as a natural part of your daily life. As this experience develops, you are beginning to SEE THE ARROW, and you are ready for the Brotherhood.

HK
1/77

FORM #15

SPIRIT OF THE ARROWANDCANDIDATE DISCUSSIONS

In order to fully appreciate the value of these discussions and to insure intelligent and effective leadership and participation in them, it is necessary that we examine the purposes of these discussions. Essentially, there are two objectives: to enable the candidates to fully realize the significance of the Ordeal and make effective use of its opportunities; and, to prepare the new Arrowmen for active participation in the objectives and activities of the Order. With these principles in mind, we may determine the proper procedure. (Limit length of each discussion to no more than twenty minutes.)

WHEN

The recommended number of discussions is three. The first should be held on the evening of the Pre-Ordeal Ceremony, after the ceremonies and before the candidates have been placed for the night. The second should be held on the morning of the Ordeal, and the third on the evening of the Ordeal Ceremony, after the task has been finished.

WHAT

The first discussion should concern itself with emphasizing the purposes of the four requirements of the Ordeal and the importance of compliance with those requirements. (See the speech of Allowat Sakima in the Pre-Ordeal.) Special emphasis should be placed on the importance of the silence and the meditation, not only that night, but also throughout the following day. (See Meteu's speech after the testing of the bow.) It is well to impress upon the candidates the value of this meditation by challenging them to consider the reasons why they were chosen for this honor. Such a consideration will be of assistance in their formation of resolutions of greater service and devotion in the future.

The second discussion, the following morning, is merely a reminder and reemphasis of the previous night's ceremonies and discussion with special adaptation to the tests of that day.

The third discussion, that evening, ought to be devoted to explaining the nature and objectives of the Order (Chapter 1 of the Order of the Arrow Handbook), and the organization and activities of our Lodge and chapters.

HOW

The discussion leader should be a person with a broad understanding of the objectives, ceremonies, organization, and operation of our Order. Furthermore, he should be a person of mature judgment and have the ability to express himself clearly and concisely. It is important that he be friendly in his dealing with the candidates.

In the sessions, it is important to draw questions and answers from the candidates themselves. However, it is necessary to be most careful that the candidates are not made to feel ill at ease through constant questioning. The discussion leader should be prepared for the fact that the candidates will remember little of the ceremonies and often will be unable to express themselves.

We might summarize this with the following points. The discussion leader must:

- 1) Be familiar with his subject
- 2) Have prepared his talks
- 3) Cover the material, but do not bore
- 4) Stimulate the memory and thought of the candidates
- 5) Above all, keep in mind the tremendous responsibility that he bears

THE PURPOSE of the Order of the Arrow Induction Sequence is to guide the recognized Inspirational Leaders of Scout units to a better perception of brotherhood and cheerful service so they may, in turn, bring this inspiration back to their units in the form of an even more effective example for the Scouts. The Induction Sequence is extraordinarily well suited to the fulfillment of this purpose, but its meaning must be understood before its full potential as a character-building device can be realized. To directly tell a candidate what he is to learn from his experience, however, robs the candidate of the thrill and inspiration of self-discovery which the Induction Sequence was designed to provide, and tends to reduce it to mere "preachment." Although orientation and instruction after the Ordeal ceremony may be helpful, the most effective result is obtained when the candidate can be stimulated to discover what his Ordeal means while he is actually taking part in it.

The set of four small booklets, which, when presented to an Ordeal candidate as directed, will greatly improve his ability to discern the deepest meanings inherent in the Ordeal. The candidate, in reading each booklet, finds himself silently being counseled by the Spirit of the Order of the Arrow, who, through the Ordeal, is testing the candidate in preparation for the fulfillment of a "great purpose."

These encounters make it readily possible for the candidate to discover for himself the full meaning of:

The ceremony of shooting the arrow

The bow and the ceremony of testing the bow

The four tests of the Ordeal

The symbolic preparations for the Obligation

The Legend

The Ordeal Ceremony vision of the Arrow

The Admonition

The nature of active membership in the Order

Numerous closely related subordinate themes also appear in the series.

All the ideas in the booklets are presented to the Scout in small capsules at times when he is most ready to receive them and, in the fourth booklet, are brought to a sharp climactic focus centered on the "great purpose" he is to fulfill as an Arrowman. He discovers that his purpose is to exemplify the qualities of brotherhood and cheerful service so that his fellow Scouts can better understand how these virtues operate in daily life.

KICKKINET

Kickkinet's presence is absolutely essential during Ordeals in which "Spirit of the Arrow" is used. In booklet #2 of the series, the Spirit of the Order of the Arrow states "...your guide is a very fine brother and I think you will enjoy being acquainted with him. His name is Kickkinet. He knows and represents me very well. He cares about you and wants you to succeed. He knows and represents me very well."

The ceremonies describe Kickkinet as the friend and guide of the candidates. Their encounters with him during the day should yield insights about the Obligation even before they hear it in words. An Arrowman with an exceptionally well-developed spirit of helpfulness and friendliness should be chosen for the part of Kickkinet. In addition to his duties in the ceremonies, he should be on hand to assist the candidates and care for their needs during the Ordeal.

Kichkinet awakens the candidate in the morning and immediately gives them each a copy of booklet #2. In addition to guiding them from place to place as required, he should also take every opportunity to help the candidates in simple and thoughtful ways. (For example, candidates will appreciate being offered a cup of cold water on a hot afternoon.)

Since the candidates are pledged to silence, Kichkinet must anticipate their needs and provide for them in advance; he should never ask questions since this tempts a candidate to violate his pledge of silence. In emergencies, Kichkinet may grant permission to speak, and must notify the candidate when silence is to be resumed.

During the day of the Ordeal, Kichkinet should wear a simple and functional Indian costume to establish his identity, and he should be the only costumed member of the ceremonial team visible to the candidate.

DISTRIBUTION OF THE BOOKLETS

The "Spirit of the Arrow" booklets are to be given as follows"

BOOKLET NO. 1 - "ARE YOU PREPARED?": is given to the candidates shortly before the Pre-Ordeal. If a callout or tapout immediately precedes the Pre-Ordeal, give booklet no. 1 out in the tapout or immediately afterward. If there is a long time-gap before the Pre-Ordeal, give booklet no. 1 to the candidates when they check in on the evening of the Pre-Ordeal.

BOOKLET NO. 2 - "GOOD MORNING MY FRIEND": is given to the candidates by Kichkinet when he awakens them in the morning.

BOOKLET NO. 3 - "WHAT AM I?": - is given to candidates with their evening meal before the Ordeal ceremony.

BOOKLET NO. 4 - "A NEW TASK NOW LIES BEFORE YOU": is given to the new members as soon after the completion of the Ordeal ceremony as possible.

Each booklet should be distributed to the candidates by a different person so that candidates will not mistakenly think that the Spirit of the Arrow is a specific person. NO ONE SHOULD EVER COMMENT ABOUT OR ATTEMPT TO INTERPRET THE BOOKLETS FOR HIS CANDIDATES. The booklets will take on a mystical character which will enhance their effect if no member appears to be aware of them.

[illegible]

BANQUET BANNERS

"THE ORDER
OF THE
ARROW IS
A THING OF
THE SPIRIT"



MIKANISHKOTE

"SEARCH
FOR THE
H I G H E R
VISION"

METI-
GOMEZ

"HE WHO SERVES
HIS FELLOWS,
IS OF ALL
HIS FELLOWS
GREATEST"



NALU
AMOOCHOL

BANNERS CAN BE MADE
OUT OF BURLAP, NYLON
FELT OR BROADCLOTHE.
PICK A SAYING THAT YOU
THINK IS SYMBOLIC OF YOUR
CHAPTER. WE HOPE TO USE
THESE BANNERS AT THE
LODGE BANQUET.



FINANCES

CHAPTER CHECK REQUISITION (Form 4)

This form, when properly completed, authorizes the Council to draw a check upon chapter funds to the party and for the purpose described on the form.

CHAPTER FUNDS DEPOSIT FORM (Form 5)

This form is completed when a chapter deposits any funds in its account.

AT ALL TIMES, BE SURE TO INCLUDE YOUR CHAPTER NAME AND ACCOUNT NUMBER. IF YOU DO NOT KNOW THEM, ASK THE LODGE TREASURER.

DEPOSITING OF FUNDS

Funds may be deposited by filling out a deposit slip and depositing the funds at the Council Service Center. The depositing may also be done by mailing the deposit slip and the funds (in the form of check or money order) to the Chicago Area Council office, or by bringing them into the Council office. If the deposit is done by mail, a receipt will be sent by return mail.

WITHDRAWAL OF FUNDS

Funds may be withdrawn by filling out a chapter check requisition and mailing this to the Camping Service at the Council office. Assuming this withdrawal is properly signed by the authorized persons and is for the proper disbursement, a check will be issued by the Council and mailed to the party named on the requisition.

MONTHLY STATEMENTS (FORM 6)

Each month each chapter receives a monthly statement of its account. This form shows the balance in the chapter's account at the beginning of the month, any deposits or withdrawals, and the balance at the end of the month.

The fiscal year for Owasippe Lodge and its chapters will be from January 1 to December 31. Each active member of the Owasippe Lodge will pay dues to the Lodge annually. Upon receipt of said dues at the Council office, the Lodge Treasurer will issue an annual membership card to each paid member. Dues will be due at the Council

Service Center before January 1. If unpaid after January 31, the dues will be considered to be delinquent, and an additional fee will be added to the regular dues.

ALL DUES WILL BE PAID BY MEMBERS THROUGH THEIR RESPECTIVE CHAPTERS. THE CHAPTER TREASURER WILL SUBMIT DUES ON THE TRANSMITTAL FORM, AND ACCORDING TO THE PROCEDURES CURRENTLY ACCEPTED BY THE LODGE.

DIRECT ANY QUESTIONS REGARDING FINANCES TO THE LODGE TREASURER.

ALL NECESSARY FORMS ARE AVAILABLE THROUGH THE LODGE AT THE CHICAGO AREA COUNCIL OFFICE, 300 WEST ADAMS STREET, CHICAGO, ILLINOIS 60606.

CENTRAL BANKING CUSTODIAL ACCOUNT

Owasippe Lodge has an account for each chapter where it can deposit money and withdraw money like a regular savings account, however, no interest is earned. If given proper notice, a chapter can withdraw any amount, provided the proper forms are used.

Each chapter should accept the opportunity to use the Custodial Account. Its purpose is to provide a place for money without the problems that occur in a private bank or savings and loan. More times than not, money of a chapter becomes dormant in a bank and the account thus becomes closed. Problems also arise when there is a great turn-over in chapter officers and advisors. Signatures create difficulties, and merging chapters incur problems when records are lost or misplaced. Scouts are supposed to be Trustworthy, but sometimes it isn't too smart to trust a large amount of money to one or two people. They just might pick up and leave, with the chapter's money. Don't kid yourself, it's happened. Always remember to have at least three signatures required to withdraw money from your accounts.

Again, please take advantage of the Central Banking Custodial Account. Give it a chance, and it will work.

If you have questions regarding your account, always ask the Lodge Treasurer, and he will get you the answer.

CHAPTER FUNDS DEPOSIT FORM

DISTRICT _____ CHAPTER _____

The _____ Chapter of the Owasippe Lodge
hereby submits \$ _____ for deposit in its account with the Chicago
Area Council, Boy Scouts of America, subject to the normal accounting
procedures of the Chicago Area Council

DATE	ITEMS	NET AMOUNT

LIST SOURCES OF INCOME ABOVE

FUNDS TRANSMITTED BY: _____

MAIL RECEIPT TO:

CHECK REQUISITION

DISTRICT _____

CHAPTER _____

PAY TO
THE ORDER
OF:

ACCOUNT NUMBER

DATE	ITEMS	NET AMOUNT
DATE NEEDED	SEND TO: (IF OTHER THAN PAYEE)	

SUPPORTING EVIDENCE (BILLS) MUST BE ATTACHED TO THIS FORM

FOR CHAPTER EXPENDITURES ONLY:

CHAPTER ADVISER _____

DATE _____

CHAPTER OFFICER _____

DATE _____

DISTRICT EXECUTIVE _____

DATE _____

FIELD DIRECTOR _____

DATE _____

ACTIVITY BUDGETING AND ACCOUNTING SHEET

FOR _____ PROJECT NO. _____

TYPE OF ACTIVITY _____ ☐ COUNCIL ☐ DISTRICT _____

PLACE _____ TO BE HELD ON _____

DEPOSIT FUNDS IN ACCT. NO. _____ CHARGE TO ACCOUNT NO. _____

PREPARED BY _____ DATE _____

APPROVED BY FIELD DIRECTOR _____ DATE _____

APPROVED BY DIR. OF FIELD SERVICES FOR ANY DEFICIT-COUNCIL PATCHES _____

INCOME	BUDGET	ACTUAL	
	\$	\$	
TOTALS	\$	\$	\$
EXPENDITURES (ITEMIZED)	BUDGET	ACTUAL	
	\$	\$	
TOTALS	\$	\$	\$
BALANCE OR DEFICIT			\$

INSTRUCTIONS:

- 1) Make up four (4) copies
- 2) Secure Field Director's approval
- 3) File copy with Comptroller who assigns project number
- 4) File copy with service counter, 1 copy with F.D., 1 copy with D.E.
- 5) Show project number on all invoices, etc.
- 6) Record actual purchases on back of form
- 7) After activity, complete form, attach invoices, delivery slips, receipts, purchase orders and turn in to Comptroller
- 8) Handle ALL RECEIPTS through Council office-DO NOT HANDLE ON NET BASIS

ACTIVITY EXPENDITURE RECORD

ACTIVITY ACCOUNT NUMBER _____

(ENTER NAME EXACTLY AS CHECK IS TO BE DRAWN)

DATE	SUPPLIER (COMPANY OR INDIVIDUAL	PURCHASE ORDER NO.	AMOUNT	PAYMENT RECORD

This is to certify that all the expenses related to this activity have been listed above and there are no outstanding commitments.

SIGNED: _____

Turn this report in to the Comptroller

FINANCIAL STATEMENT

CHAPTER _____

THE _____ MONTH

ACCOUNT NO. _____

ENDING _____, 19 _____

MONTH

TO DATE

OPENING BALANCE		\$
RECEIPTS		
DISBURSEMENTS		
NET RECEIPTS (DISBURSEMENTS)		
CLOSING BALANCE		

Computed to the nearest dollar

Prepared each month for the Chapter Treasurer:

CHAPTER ACCOUNT NUMBERS

<u>CHAPTER</u>	<u>DISTRICT</u>	<u>DEPOSIT</u>	<u>WITHDRAWAL</u>
CAHOKIA	PATHFINDER	5471-17	6471-17
GANSCHAPUCHK	ARROWHEAD	5471-1	6471-1
HOPOAKAN	FRONTIER	5471-8	6471-8
KANANI	AUSTIN	5471-2	6471-2
KENEU	INDIAN BOUNDAY	5471-10	6471-10
LANGOMA	CALUMET	5471-4	6471-4
METI GOMEZ	TRI-RIDGE	5471-26	6471-26
MIKANISHKOTE	TRAILBLAZER	5471-25	6471-25
NAJU-AMCHOL	PORTAGE	5471-19	6471-19
NUWINGI	TOMAHAWK	5471-34	6471-34
OJIBWA	CHIPPEWA	5471-3	6471-3
OKAWITA	MIDWAY	5471-21	6471-21
ONONDAGA	THUNDERBIRD	5471-11	6471-11
QUIGEU ANEY	TIMBER TRAILS	5471-6	6471-6
SEQUOYAH	ENGLEWOOD	5471-35	6471-35
TIONONTALI	IROQUOIS	5471-23	6471-23
TACHANIGEU	WOODLAND	5471-29	6471-29
TCHITANI MAWAT	MARQUETTE TRAILS	5471-30	6471-30
UTENEY	CICERO	5471-5	6471-5
LENACHA	PIONEER TRAILS	5471-18	6471-18
LUMMENEPEC	LAKEVIEW	5471-13	6471-13

Please use these account numbers on your Deposit Form and
Withdrawal Form.



OWASIPPE LODGE / ORDER OF THE ARROW

CHICAGO AREA COUNCIL

300 West Adams Street, Chicago, Illinois 60606

"HAND OF SERVICE AWARD"

The "Hand of Service Award" is an honor to be awarded to Chapters annually upon completion of the following requirements:

I. MANDATORY REQUIREMENTS

The following four (4) requirements must be satisfied:

1. The Chapter must have an active camp promotion team. A camp promotion report should be submitted to the Lodge before the November Executive Meeting.
2. Seventy-five percent (75%) of the eligible registered Chapter membership must be Brotherhood.
3. The Chapter must conduct at least one service project during the year, other than the Chapter Fellowship. A service project report must be submitted to the Lodge before the November Executive Meeting.
4. The Chapter must be represented at all Lodge events, with the exception of one meeting and one activity. Absence from the meeting or activity however, must be reported to a Lodge Officer or Advisor one week prior to an activity, or any time prior to a meeting. The Chapter Officers' Training Seminar, COTS, must be attended. Lodge events include the Get-Together, the Work Weekend, the Section Conclave, the Fall Fellowship, and the Annual Banquet. Lodge Officers and Advisors, as well as active Lodge Committee Chairmen are not counted as representatives. If the Lodge Meteu is a Chapter Chief, he will count as representing his Chapter.

II. CHAPTERS MUST FULFILL ONE OF THE TWO REQUIREMENTS LISTED BELOW:

1. There must be an increase in Chapter membership of five percent (5%) or more over the previous year.
2. At least forty-two percent (42%) of the Scouts in the district must have a long-term summer camp experience.

These requirements become effective on January 26, 1977, and replace all prior requirements. The judging period will conclude with C.O.T.S. In subsequent years, the judging period will begin with the Lodge banquet and conclude with C.O.T.S.

It is the belief of the Lodge Officers that this award can be earned by every Chapter. If each Chapter can do its part by qualifying for this award, Owasispe Lodge has a chance to earn the E. Urner Goodman Award, and improve the quality of the Arrow and Scouting in the Chicago Area Council.

RESOLUTION AS OF MARCH 2, 1977

REGARDING REQUIREMENT NUMBER FOUR UNDER MANDATORY
REQUIREMENTS, FIVE (5) MEMBERS CONSTITUTE REPRESENTATION AT A LODGE EVENT, EXCLUDING THE SECTION CONCLAVE, WHICH IS A SECTION EVENT.

* * * * *

CHAPTER CHECK LIST

<u>EVENT</u>	<u>CHIEF</u>	<u>ADVISOR</u>	<u>OTHERS</u>
JANUARY LODGE MEETING	_____	_____	_____
FEBRUARY LODGE MEETING	_____	_____	_____
LODGE GET TOGETHER	_____	_____	_____
APRIL LODGE MEETING	_____	_____	_____
MAY LODGE MEETING	_____	_____	_____
LODGE WORK WEEKEND	_____	_____	_____
JUNE LODGE MEETING	_____	_____	_____
SECTION CONCLAVE	_____	_____	_____
SEPTEMBER LODGE MEETING	_____	_____	_____
LODGE FELLOWSHIP	_____	_____	_____
OCTOBER LODGE MEETING	_____	_____	_____

LODGE FUNCTIONS

CHAPTER OFFICER TRAINING SEMINAR

Also called C.O.T.S; the Chapter Officer Training Seminar is a very important event for all chapter officers. Training seminars are held for Chiefs, Vice-Chiefs, Treasurers, Scribes, Camp Promotion Chairman, and Unit Elections Chairman. Other seminars include Costuming, Publications, and Fellowships.

LODGE BANQUET

Social event of the year for all Arrowman! Dinner and program include awards for Hand of Service, and other service recognitions Vigil call out, as well as the installation of the new Lodge officers, usually are the highlight of the evening. Sometimes we get lucky and get special guest speakers, in addition to some pretty special slide presentations.

WORK WEEKEND

The Work Weekend is mostly a fun and work weekend at Owasippe Scout Reservation. "Work is preparing the camp for the summer. The Work Weekend is also a good time to meet other Arrowmen.

LODGE FELLOWSHIP

Weekend comparable to Chapter Fellowships except the chapters combine their best into one outstanding weekend.

LODGE GET TOGETHER

This is a day of fellowship for all Arrowmen. The Get Together is a great place to exchange ideas and techniques, as well as, just getting to know each other. Patch swapping, indian dance competition, and slide presentations are usually the program for the day.



Section III-A Conclave

THINKING ABOUT
GOING TO



OWASIPPE LODGE



REGISTRATION IS \$1.00 PER PERSON
AND SHOULD BE
COUNCIL OFFICE.
IBLE. WHEN
PLEASE INCLUDE
AND FORWARD
ORDER FOR
LODGE HAND
PRINT, WE
MANY PEOPLE
GET YOUR NAME
PLEASE!!!

**OWASIPPE
LODGE**

ORDER OF THE ARROW



PRESENTS ITS

DANCE COMPETITION

Saturday, June 18th

Yorkville 2:00

C.O.T.S.

SATURDAY, DECEMBER 3 RD, 1977, AT THE FIRST
TRINITY LUTHERAN CHURCH, 31 ST AND LOWE AVE.

ALL MEMBERS OF THE OWASIPPE LODGE ARE INVITED

SELECTED CHAPTER OFFICERS AND

GET

TOGETHER



MEETINGS

CHAPTER EXECUTIVE COMMITTEE MEETINGS

It is suggested that the Executive Committee plan, in the early spring, the dates it wishes for the succeeding year's activities, such as meeting nights, banquets, fellowships and social events. With a tentative schedule, the Adviser, as a member of the District Camping Committee, should be present at the District Planning Meeting in the spring so that the Arrow dates are not in conflict with Council events. This committee must meet at least four times a year.

This preplanning should not interfere with the meeting of the Executive Committee in the fall, but should give it a basis on which to work.

INITIAL EXECUTIVE COMMITTEE MEETING

At the beginning of each January, a meeting of all Chapter Officers, Advisers, the District Executives and Camping Chairmen must be held. The program for the entire year should be outlined at this meeting. The following items should be considered:

- 1) Appointment of all Committee Chairmen and Advisers
- 2) Scheduling of all major chapter events such as time and place of fellowships, banquets, unit elections, camp promotion projects, service projects, special events, district events, etc.
- 3) Scheduling of chapter meetings, including date and place of meeting, current items of business that will be discussed, special programs or themes for each meeting, etc.
- 4) Outline the duties and responsibilities of each officer, Adviser and Committee Chairman

This meeting should be an informal business meeting presided over by the Chapter Chief. Everyone should be allowed to give his views as to the objectives, goals, and activities of the chapter for the coming year.

When chapter events are scheduled, the dates and places of district, Council and Lodge activities should be kept in mind so as not to cause conflicting interests. The Executive Committee of the chapter must work closely with the District Camping Committee Chairman in

order to integrate the chapter with the district's activities. The chapter should be of assistance to the district whenever and wherever possible, especially in the field of camp promotion.

The Treasurer's report should have been audited at the end of the previous December, and a report should be given at the January meeting.

REGULAR EXECUTIVE COMMITTEE MEETINGS

Preceding each chapter meeting, a meeting of the Chapter Executive Committee should be held. This meeting should include all Officers, Advisers, the District Executive if available, and the Chairmen of all the currently active committees.

The purpose of this meeting is to discuss and plan current chapter events so that time need not be wasted at the chapter meeting. The Chapter's Delegate to the Lodge Executive Council should give a report, and the minutes of the Lodge Executive Council should be reviewed. Officer and committee reports to the chapter should be brief and concise.

CHAPTER MEETINGS

The purpose of the chapter meeting is first, to inform the members of the business, activities and progress of the chapter. Second, the chapter meeting should be planned to help develop the personalities and leadership capabilities of all the chapter members. This can be accomplished by involving the members of the chapter in activities as soon as possible, especially the newer brothers of the chapter. Encourage them to participate in committee work and special events.

The chapter members should be able to gather information from the chapter's program and still have it be informative and educational. Develop a chapter program committee, encourage your Arrow brothers to make presentations and bring in outside personnel for demonstrations and presentations. Keep your programs varied and flexible.

NOTES

- BE SURE TO ASK IF THERE IS ANY BUSINESS FROM THE FLOOR.
- TRY TO INCLUDE SOME FORM OF ENTERTAINMENT SUCH AS A SPEAKER, FILM DISPLAYS, OR GROUP SINGING.
- MAKE YOUR CHAPTER MEETING SOMETHING THAT IS WORTH ATTENDING. BE SURE TO INVOLVE AS MANY MEMBERS AS POSSIBLE IN PROJECTS AND COMMITTEES, AND IN LEADERSHIP POSITIONS.

A TYPICAL MEETING SHOULD BE CONDUCTED AS FOLLOWS

BUSINESS:

CALL MEETING TO ORDER	-	CHIEF
OPENING	-	METEU
READING OF MINUTES	-	SECRETARY
APPROVAL OF MINUTES		
TREASURER'S REPORT	-	TREASURER
EXECUTIVE COMMITTEE REPORT	-	CHIEF
COMMITTEE REPORTS (WHEN NECESSARY)	-	COMMITTEE CHAIRMEN

FELLOWSHIP

BANQUET

TRAINING

MEMBERSHIP

SERVICE AND IDEALS

CAMP PROMOTION

CEREMONIAL TEAM

PUBLICATIONS

SPECIAL

OLD BUSINESS

NEW BUSINESS

PROGRAM: This constitutes the major and most important part of your meeting. It should be worthwhile. The following material is presented to help achieve this goal.

MEMBERSHIP



To become a member of the Order of the Arrow a Scout or Explorer is chosen by vote of the boys in his unit. This is a unique feature of the Order since the majority of those who select their candidates for this honor are not members of the Lodge. However, lodge members in the unit have a vote just as non-members. In this way membership is controlled by boys in their own units and not by those who are already Arrow members.

This section contains an Order of the Arrow Fact Sheet and Procedures on Unit Elections. It is important that the members of the unit have the requirements to become a candidate properly explained. This is why you will find a copy of the Order of the Arrow Membership Requirements in this section.

As to having your Unit Elections Committee visit a unit, there is a sample letter about Announcing your Unit Election (Form #12), and a sample Confirmation Letter (Form #13), which is sent to the Scoutmaster after the Unit Election. Also included is the Unit Election Report you are to use.

If you need information on Brotherhood Membership, you will find it in the Fellowship section of this handbook.

And also, you will find what you need on the Vigil Honor in this section, and a Vigil Honor Petition (Form #23).

Membership is important because it sustains the activity of a good Arrow program in your district. Your Unit Elections Committee should begin elections during January, and it should work directly with the Fellowship Committee when your Fellowship rolls around.

How do you re-register your members? A Transmittal Form (Form #7) and a sample membership card is enclosed in this section.

Once you have inducted new members, New Member Orientation becomes important. Inform them of everything that is going on in your chapter and get them involved so they can qualify for Brotherhood Membership.

Membership begins on the Chapter level. The Lodge is counting on you to keep your members active!

ORDER OF THE ARROWFACT SHEETBACKGROUND INFORMATION:HISTORY

The Order of the Arrow was founded by E. Urner Goodman and Carrol A. Edson in 1915, at the Treasure Island Scout Camp of the Philadelphia Council, Boy Scouts of America. It became an official program experiment in 1922, and was approved as a part of the BSA program in 1934. It was completely adopted as part of the national camping program in 1948 as a national brotherhood of honor campers of the BSA.

MEMBER-
SHIP

The Order has over 350,000 members in lodges in nearly 500 local councils of the Boy Scouts of America.

ELIGI-
BILITY

To become a member, a boy must be a registered Scout who has reached the rank of First Class or a member of the Exploring Division, BSA. All boys must have spent a minimum of 15 days and nights of Scout camping (including a long-term camp). Boys are elected in their troop or post by those who are not members, as well as members already in the Order.

PURPOSES

The four purposes of the Order of the Arrow are:

- 1) To recognize those Scout campers who best exemplify the Scout Oaths and Law in their daily lives
- 2) To develop and maintain camping traditions and spirit
- 3) To promote Scout camping
- 4) To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others

LODGES

The Order of the Arrow Lodge is an integral part of the camping and activities program of the local council and helps to improve and promote camping. Many lodges organize chapters based on smaller geographical areas in order to share the responsibilities of the Lodge.

SECTIONS

An Order of the Arrow section consists of from 6 to 10 local Lodges. Once every year or two representatives of the Lodges in the section come together for a section fellowship training conference. Every two years, about half of the elected section conference chiefs form the conference committee for the National Order of the Arrow Conference.

ORDEAL
MEMBER

The induction ceremony, conducted at a Scout camp, is called the Ordeal. During the Ordeal, the candidates are tested through silence, work, scarcity of food, and sleeping apart from the other campers. In a discussion period, the candidate is given an opportunity to learn the symbolism of the Ordeal Ceremony.

BROTHER-
HOOD

After 10 months of service, a member may participate in the Brotherhood Ceremony, which places further emphasis on the ideals of Scouting and the Order.

VIGIL
HONOR

After 2 years as a Brotherhood member, an Arrowman may be petitioned for the Vigil Honor. It is a high mark of distinction and recognition reserved for those Scout, Explorer and Scouter members of the Order, who, by reason of exceptional service, personal effort, and unselfish interest (leadership in service), have made distinguished contributions beyond their immediate responsibilities to their Lodge, the Order of the Arrow, Scouting or their Scout camp.

UNIT ELECTION PROCEDURES

Attend the Chapter Officers' Seminar so you will have first-hand information.

1. List names of all eligible candidates on unit election form. PRINT CLEARLY ALL INFORMATION.
2. Be sure town is listed when outside Chicago. Also zip code.
3. Determine the number of names a boy can write on ballot. See chart.
4. Determine how many votes are necessary for election. One half number of votes cast (round off by dropping odd number).
5. Check off those elected.
6. Have proper signatures affixed.
7. MAIL original (white) and first copy (yellow) to Owasippe Lodge, Chicago Area Council, Boy Scouts of America, 300 West Adams Street, Chicago, Illinois 60606, IMMEDIATELY.
8. After approval by Lodge Secretary, first copy (yellow) will be returned to you date-stamped to indicate approval. YOU CANNOT INDUCT THOSE ELECTED UNTIL LODGE APPROVAL HAS BEEN GIVEN. Any missing information will only delay approval. Allow one month between last unit election and fellowship so approval can reach you in time.

NON-UNIT SCOUTER ELECTION

Petition on proper form must be in hands of Lodge Chief prior to the first Wednesday of each month so it can be approved at Lodge Advisory Meeting.

For a Chapter to be in good standing, CHAPTER CHIEF AND ADVISOR or their delegates must be present at two-thirds of all Executive Committee Meetings (Lodge Meeting), as well as represented at Lodge events.

Please present your fellowship dates as soon as possible so they can be included in Lodge calendar and printed in Owasippe Arrow. This will help those Chapters who cannot hold a fellowship because of numbers or a Chapter who has elected candidates unable to attend their fellowship.

We must have correct addresses. All returned mail costs thirteen cents per item. This can affect your Lodge dues.

NEW ORDER OF THE ARROW MEMBERSHIP REQUIREMENTS
AND UNIT ELECTION PROCEDURES
OF OWASIPPE LODGE

AS OF JANUARY 1, 1971

UNIT ELECTIONS FOR MEMBERSHIP (Revised)

These requirements and procedures became effective January 1, 1971.

- I. The purpose of unit elections is to recognize those campers that best exemplify the Scout Oath or Promise and Law in their daily lives.
- II. Boy membership requirements for the Order are:
 - A. Unit leader approval
 1. To become eligible for election, a Scout or Explorer must have the approval of his unit leader prior to election.
 2. Leader must certify as to Scouting spirit, adherence to the Scout Oath and Law, and participation in unit activities.
 3. He must also certify that nominee meets all specified requirements.
 - B. Camping requirements
 1. A Scout or Explorer must have 15 days and nights of camping under auspices and standards of the Boy Scouts of America.
 2. The 15 days and nights must include one long-term camp (6 consecutive days) within the 2-year period prior to election.
 3. The balance of the 15 days may be made up of short-term (overnight, 2-, 3-, or 4-day) camps.
 - C. First Class requirements
 1. A Scout must have attained First Class rank to be eligible for election.

2. There is no rank requirement for Explorers, but they must have been registered, active, male members of post or ship for at least 6 months prior to election.

D. Induction

1. To be inducted into the Order of the Arrow, candidates must participate in the Ordeal and Ordeal ceremony.

III. For an election, 50 percent or more of registered, active unit membership must be present.

- A. In troops, every registered, active member (see IX) under age 18 at time of election is eligible to vote.
- B. In posts or ships, every registered, active, (see IX) male member under age 21 at the time of election (except the associate Advisor) is eligible to vote.

IV. Leaders may be elected as follows:

- A. Since the Order of the Arrow is principally a boy's organization, unit leaders or assistants and committeemen are not elected to membership as an award or recognition.
- B. Election to the Order of the Arrow should take place when the male adult's job in Scouting or Exploring will make membership more meaningful in the lives of boy members.
- C. Unit leader, assistant unit leader (over age 18), and committeeman qualifications are the same as those of boy members; however, the camping requirement may be waived at the discretion of the lodge executive committee.
- D. A unit holding an election for boy members may select one of their male leaders, provided he meets the camping requirement (15 days and nights of camping, including one long-term camp), but only if a boy election is held.
- E. Unit, district, and council Scouters may (with the approval of the lodge and staff advisers) be invited by the lodge executive committee to be candidates for induction to membership.

VI. The procedure for unit elections is:

- A. Informing units of elections

1. At a time determined by the lodge or chapter, the troop and post leaders are mailed a letter announcing elections.
2. Election date is determined by unit leader, in coordination with the lodge or chapter election committee.

B. Holding the elections

1. At a time and place determined after reading the letter, Scouts or Explorers of the unit assemble with their unit leader to elect candidates.
2. No election can be held without presence of election team.
3. When a unit leader is a member of the Order, he may explain the purpose of the Order of the Arrow, outline the basis on which candidates should be selected for the highest camping honor, and describe the method of election.
4. If the unit leader is not a member of the Order, a member of the Order --- with the unit leader's consent --- should make this presentation and assist the unit leader with the election.
5. The election should be conducted by a two-or-three member team from the lodge unit election committee in cooperation with the unit leader.

C. Before the election, the team verifies that at least 50 percent of registered, active membership is present. (See IX)

1. If 50 percent is not present, an election cannot be held.
2. The number registered and the number present are entered in the spaces provided on the unit elections report form in either case.

D. The unit leader provides a list of all members of his unit whom he certifies have met all eligibility requirements.

1. This list includes attitude and participation of those eligible.
2. The names of these members are entered on the report form and the unit leader signs the certification.

E. The election team leader explains the following to the unit leader:

1. This is the current method of election and supersedes all previous methods.
2. All eligible boys who receive votes from at least 50 percent of those who turn in ballots are elected; there is no fixed quota.
3. In the event that no one is elected, a second vote may be held immediately, and the result of this second vote will be final.

F. The election team determines the maximum number of names voter may list on his ballot by reading the following chart:

No. of Boys Eligible	No. of Active Registered Unit Members	Maximum Names on Ballot
1-2	2 and up	1
3-4	4-14	1
	over 14	2
5-6	6-24	2
	over 24	3
7-8	8-18	2
	19-34	3
	over 34	4
9-10	10-30	3
	31-44	4
	over 44	5
11-12	12-20	3
	21-41	4
	42-54	5
	over 54	6
13-14	14-33	4
	34-52	5
	53-64	6
	over 64	7
15-18*	16-21	4
	22-45	5
	46-62	6
	63-74	7
	over 74	8

* For each additional 4 eligible, add one to the "Maximum Names on Ballot" (see instructions)

- G. The team conducts election ceremony using revised text and instructions.
- H. The election team counts number of ballots turned in and enters this number on report form.
- I. The team determines number of votes a boy must receive to be elected as follows:
 - 1. If the number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by 2.
 - 2. If the number was odd (1, 3, 5, 7, etc.), subtract 1 and then divide by 2.
 - 3. The number of votes a boy must receive to be elected is entered on the report form.

INSTRUCTIONS

Find the number of boys eligible for election in the first column. (NOTE: Boys who are already members of the Order of the Arrow must not be counted as eligible.) Then move to the right and find the row that corresponds to the number of registered active members in the unit. The maximum number of names a voter may list on his ballot is given by the number immediately to the right in the third column.

Example: Voters in a unit having 9 eligible and 35 registered may list no more than 4 names on their ballots.

If there are more than 18 eligible in the unit, use figures listed in the table for the 15-18 eligible and add 1 to the "Maximum Names on Ballot" value corresponding to the number registered for each additional 4 or fraction thereof eligible. *

Example: Voters in a unit with 19-22 eligible and 46 registered may list a maximum of 7 names on their ballots. If this unit has 23 eligible, the voters may list no more than 8 names.

- J. The votes are counted to determine who has been elected by the election team.
 - 1. All votes count equally.

2. If at least one boy has been elected, this result is final.
3. If no one is elected, the team announces this fact and states that the unit will now be given the opportunity to vote again. Time is allowed for questions. (No information about the votes received by candidates is to be revealed at any time.)
4. The second election is then held immediately and, if the unit still elects no one, this is the final result for the year's election.
5. The team places check marks next to the names of those who have been elected.

VII. Announcements of results may follow election

1. Unit leader may announce the names of members who have been elected to the unit after election is completed.
2. Names and addresses of newly elected candidates must be forwarded to lodge membership committee immediately.
3. Candidates will be called or tapped out at the earliest possible time --- at a camporee, a special ceremony, or summer camp.
4. Lodges can arrange to conduct a tap-out ceremony immediately after an election at a ship, post or troop meeting.
5. Names and addresses (plus additional information the local lodge feels is necessary) are listed on the election report form, which is signed by team members. Both white and pink copies are then mailed to Owasppe Lodge, Chicago Area Council, 300 West Adams Street, Chicago, Illinois 60606. Boy not to be inducted until pink copy of unit election report is returned to chapter.

VIII. Candidate status lasts 1 year

1. After election a Scout, Explorer, or adult remains a candidate until he takes the Ordeal.
2. If this period exceeds 1 year, his name is dropped and he is no longer a candidate.
3. To become a candidate again, he must be reelected.

4. The lodge executive committee may extend the 1-year period between election and induction of a candidate who is ill or there are other unusual circumstances.

IX. Registered active member is defined

1. A Scout or Explorer who carries a current national membership card and participates in at least some unit activities during the year is considered as a registered active member of his unit.
2. For example: a young man away at college who participates in unit activities when home --- such as a campout, camporee, or occasional unit meeting --- should be considered as a registered active member of his unit.
3. A boy who moves away or drops out of his unit because of other interests would not be counted in the registered active membership figure.

THE ELECTION CEREMONY

BOY A: Fellow Scouts or Explorers, the Order of the Arrow is a national brotherhood of honor campers. Its purpose is to recognize and honor those campers who best live up to the Scout Oath and Law or Explorer Code in their daily lives, and to guide them in expanding the service that has made them outstanding. The Order promotes Scout camping and maintains camping traditions and spirit. It emphasized that the good Scout camper is not only skilled in Scoutcraft, but also is true to Scouthood and its tradition of the daily good turn.

The only way that a Scout or Explorer can become a member of the Order of the Arrow is to be elected for this honor by the boy members of his own unit. To be eligible for election, a boy must fulfill the camping requirement and have the rank of First Class (except Explorers). Although your unit leader must certify your eligibility, leaders over 18 are not permitted to vote in the election or to influence the voters for or against particular candidates.

After being elected, the Scout or Explorer must undergo the Ordeal, which is a series of tests of his sincere dedication to the high ideals of Scouting and the Order. If he is faithful in performing the tests, he takes a solemn pledge of service and is admitted into the Order. A long period of self-improvement and service then follows.

This patch, this arrow ribbon, and this distinctive sash identify the Order of the Arrow member. They are symbols of service. Our lodge has its own activities and projects, but our program does not replace the member's responsibility to his home unit. Indeed, each Arrowman is expected to give richer service to his own troop or post in return for the honor his unit extended to him.

Indian lore is an attractive sideline in our Order. The Indian was a lover of the open air and his culture is ours to preserve. Indian dances and ceremonies add color to our program of service, and members often make Indian lore their hobby; however, one does not need a costume or skill in Indian lore to become a member.

Scouts or Explorers, you will elect representatives to our Brotherhood of Cheerful Service, and we are here to assist you in the election. All registered members of this troop (post), except the leaders over 18, are entitled to vote. Each member may vote for (1, 2, 3, etc., according to the maximum number of names that may be listed on the ballot) or less candidates, and those who receive votes from at least half of those who turn in ballots are elected. The number of candidates elected depends on how much your votes agree.

Remember that an Order of the Arrow election is not a popularity contest! Don't vote for a Scout or Explorer just because he is your friend, or just because he has a high rank or is older than the rest. What really counts is his loyalty to the Scout Promise or the Explorer Code.

Campaigning in an Order of the Arrow election is not permitted. You are expected to think for yourself; do not let others influence your decision. Since the election is by secret ballot and no discussion will be permitted, no one will know for whom you are voting.

Before we announce the names of those eligible and begin the election, are there any questions?

(Answer questions about the nature and purposes of the Order of the Arrow and the election.)

BOY B: The following members of this unit have met the camping and rank requirements and are eligible for election, as certified by your unit leader. Will these boys stand and form a line over here (point) as their names are called: (read list slowly)

(Arrange the candidates in a line facing the voters at the place indicated; the line can be semi-circular if the group eligible is large. Write the boy's name on the blackboard as called.)

ELECTION ANNOUNCEMENT

Dear Unit Leader:

Each Scout or Explorer unit with qualified Scouts, Explorers and Scouters is urged to hold an election between January 1st, and the following December 31st (only one election per year) to select candidates for the Order of the Arrow. The date of the election is selected by you as unit leader. It is suggested the election be held not later than _____ to select candidates for an Ordeal, to be held at _____ on _____. A member of the Order of the Arrow will be on hand to help with the election. If induction is to occur at summer camp, election must be held prior to June 1st.

The Order of the Arrow is an honor campers' society chartered by the Boy Scouts of America. Its purpose is to recognize those campers who best exemplify the Scout Oath and Law in their daily lives and, by such recognition, cause other campers to conduct themselves in such a manner as to warrant similar recognition. To promote Scout camping and develop and maintain its traditions and spirit, and finally to crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

SCOUT OR EXPLORER QUALIFICATIONS

1. Any First Class Scout under the age of eighteen or Explorer under 21, registered as an active member of his unit may, with the approval of his unit leader, be nominated for election.
2. A Scout camper is defined as a Scout or an Explorer who has completed at least 15 days and nights of camping under the auspices of the Boy Scouts of America during the two-year period prior to the election. The 15 days and nights must include one long-term camp (six consecutive days and nights for Boy Scout; five consecutive days and nights for Explorer). The balance of the camping must be overnight, weekend or other short-term camps.

If you feel you have an adult in your unit who, by his position in Scouting, will be able to make the Order of the Arrow program more meaningful in the lives of boys, you may elect him at the same time as your Scout election, but only if a boy election is held and a majority of troop committee are present.

SCOUTER QUALIFICATIONS

1. Any Scouter camper registered actively in a chartered unit of the Council is eligible.
2. Troop members between the ages of 18 and 21 are to be included in the Scouter election.
3. A Scouter must meet the same camping requirements as Scouts and Explorers. ONE SCOUTER may be elected by the other Scouters registered with his unit. An adult election must be held at the same time as that held for a boy. 50% of adult membership MUST BE PRESENT to hold adult election.

Voting for candidates will be based on their spirit of brotherhood, cheerfulness, no matter how tiresome their duties, and a willingness to give unselfish and wholehearted service to others at all times. Please phone _____ at _____ appraising him of the date set aside for the election of candidates. It should be held at a regularly scheduled unit meeting. Every effort should be made to have 100% attendance of both boys and adults. A member of our Chapter's Ordeal Membership Committee will bring the proper forms on the night of your election and will help your leaders with the election.

Respectfully yours,

CHAIRMAN, Membership Committee

hk
1/77

FORM #12

Owasippe Lodge #7

Boy Scouts of America

Dear Unit Leader:

This letter is to officially confirm your unit election held on _____. The candidates elected to the Order of the Arrow were:

EXPLORER OR SCOUT CANDIDATE _____

EXPLORER OR SCOUT CANDIDATE _____

EXPLORER OR SCOUT CANDIDATE _____

EXPLORER OR SCOUT CANDIDATE _____

Throughout the year many opportunities present themselves for Ordeal inductions. The next opportunity for the Ordeal induction will be:

DATE _____ TIME _____

LOCATION _____

Again, you are cautioned that your election is only valid for one (1) year from the above mentioned date of election and will expire on _____. If your candidate(s) does (do) not present himself for induction within the one (1) year period, his election is void. He may, however, be reelected by his unit at a subsequent election. A unit may hold only one election during the calendar year.

If you have any questions pertaining to your candidates, or any other Arrow business, feel free to call me.

☐ There will be other opportunities for induction

☐ This is the last opportunity for induction

Scoutingly yours,

CHAIRMAN, Membership Committee

Phone: _____

PROMOTE SCOUT CAMPING!

APPROVED BY LODGE

CHICAGO AREA COUNCIL

CHAPTER

Troop
Post

DATE OF ELECTION

NUMBER OF BOYS REGISTERED	NUMBER OF BOYS PRESENT FOR ELECTION
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
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99	99
100	100

ONE ELECTION PER UNIT PER YEAR SEPTEMBER THROUGH JUNE

At least half of the boys registered must be present to hold an election.

(Print in names, addresses, town and zip, ranks of all eligible Scouts or Explorers before election.)

CHECK IF ELECTED	<u>PRINT NAME</u>		ADDRESS	ZIP & TOWN	BIRTH DATE	PHONE	RANK
	LAST	FIRST					
SCOUTER ELECTED							POSITION

I do hereby certify that the above Scouts, Explorers or Scouter are eligible and approve them for election and that the above is correct.

Unit Leader's signature _____

Scoutmaster or Explorer Advisor only

NUMBER OF BOYS ELIGIBLE

MAXIMUM NUMBER OF NAMES A BOY MAY LIST ON HIS BALLOT

NUMBER OF BALLOTS TURNED IN

NUMBER OF VOTES REQUIRED TO BE ELECTED

NUMBER OF BOYS ELECTED

INDUCTION

SUMMER CAMP

CHAPTER FELLOWSHIP

ELECTION TEAM MEMBERS SIGNATURES

MAIL TO OWASIPPE LODGE, CHICAGO AREA COUNCIL, BSA, 300 W. ADAMS ST., CHICAGO, ILL. 60606
as soon as completed.

Chapter Advisor's signature _____

CTE:

WHITE is LODGE COPY

YELLOW is CHAPTER COPY

PINK is UNIT COPY

THE VIGIL HONOR

PURPOSE:

The Vigil Honor is the highest honor that the Order of the Arrow can bestow upon its members. It is a high mark of distinction and recognition reserved for those Scout, Explorer, and Scouter members of the Order, who, by reason of exceptional service, personal effort, and unselfish interest, have made distinguished contributions beyond the immediate responsibilities of their position of office, the Order of the Arrow, and their Scout unit.

CHOOSING:

Any member of the Order of the Arrow registered in Scouting and actively registered in the Lodge is eligible for recommendation to the National Committee, provided that he has been a Brotherhood member for a minimum of two years at the time of his recommendation to the Lodge Vigil Screening Committee. He must also measure up to the following definitions of leadership and service:

- a. Had long service to Scouting beyond a minimum of four years, (It is recommended that adults have a minimum of seven years in Scouting.)
- b. Continued leadership to Scouting, and so indicated by his present leadership in unit, district, or council.
- c. Given service to the Order through committee projects in chapter, lodge, or camp.
- d. Held positions of leadership in the Order, chapter or lodge, not necessarily as an officer.
- e. Given service to camping and the outdoor program of Scouting.

No member meeting the established qualifications of leadership and service is to be considered as automatically eligible for the Vigil Honor. The individual case is to be considered on its own merits after a complete and thorough investigation.

WHO CHOOSES:

The selection of the candidates is to be done by the Chapter Vigil Honor Selection Committee.

CHAPTER VIGIL HONOR SELECTION COMMITTEE:

This committee shall be composed of at least three Vigil Honor members (under 21) of the chapter, who are appointed by the chapter chief in June of each year. If there is a lack of Vigil members in the chapter, then the chapter chief shall appoint members by drawing from active past chiefs. If this method still does not bring the number up to at least three, then the Chapter Executive Committee shall suffice. An adult adviser will be assigned to the committee. He will be a non-voting member. The adviser must be 21 years of age or older.

THE VIGIL HONOR (CONTINUED)

All information pertaining to the Vigil Honor candidates shall be secured without the knowledge of the candidate. Unit leaders, chapter and Lodge officers, district leaders, and parents shall all be contacted to obtain everything relating to the candidates activities. Secrecy is of paramount importance here. Findings of both the chapter and Lodge Vigil Honor Selection Committees shall not be divulged.

Persons approved by the Chapter Vigil Honor Selection Committee shall be listed on the current VIGIL HONOR PETITION blank. This form, properly completed, will give adequate evidence as to the candidate's fitness and the unusual leadership and service he has rendered. This form is to be sent to the chairman of the Lodge Vigil Honor Screening Committee, c/o Chicago Area Council Service Center, to reach him by the announced deadline.

Lodge Vigil Honor Screening Committee:

The committee shall be composed of a chairman and adviser who are Vigil members appointed by the Lodge Chief, and a minimum of five Vigil Honor members, the majority of which must be under 21 years of age. The adviser will be a non-voting member on this committee.

This committee shall consider all nominations for the Vigil Honor presented to it by the Chapter Vigil Honor Selection Committees, and from the Lodge Vigil Honor Screening Committee. It shall consider both regular, Council, ex-officio, and non-unit Scouter nominations, considering each case on its own merits. The names of the candidates shall not be mentioned during consideration in order to have no prejudice in the findings. The information on these nominations must be in full.

If approved by the Lodge Vigil Honor Screening Committee, the names of Vigil Honor nominees are to be forwarded on the proper form to the National Order of the Arrow Secretary for consideration by the National Committee. Thirty days must be allowed for the National Committee's consideration.

Chapter Quota:

A Chapter may submit no more than one application for every twenty-five members or fraction thereof. The membership figures pertaining to this quota will be as of September 1st. The quota is not cumulative.

Lodge Quota:

The maximum quota of candidates for the Vigil Honor from the Lodge is to be found in the most recent edition of the National O/A Handbook. (All candidates may be boys, but only fifty percent may be adults.)

Vigil Honor Ceremonial:

The ceremonial is to be conducted by the Lodge Vigil Honor ceremonial team, under the jurisdiction of, and in accordance with the rules of the National Committee

Chapter Preference Code:

Chapters are required to number their petitions in order of preference. (eg., 1 of 3, 2 of 3, 3 of 3.)

VIGIL PETITION

All Vigil petitions for Owasippe Lodge members must be presented on this form. The deadline for petitions is as announced. Petitions should be sent to:

CHAIRMAN, VIGIL COMMITTEE
OWASIPPE LODGE, CHICAGO AREA COUNCIL
300 WEST ADAMS STREET
CHICAGO, ILLINOIS 60606

PLEASE OBSERVE THE FOLLOWING:

A candidate must have been a Brotherhood member for at least two years at the time this petition is presented. When determining selection for this distinguished honor, remember to measure it on a boy standard for boys and on an adult standard for adults. List all pertinent information. No essay-type listings will be recognized. The Vigil Honor is an honor. It is recognition for those who have demonstrated exceptional service, personal effort, and unselfish interest in the welfare of others. Under no circumstances should the Vigil Honor be given simply to fill a quota beyond that required by office or duty. It should be given only to those who richly deserve this recognition. The "GUIDELINES FOR FILLING VIGIL PETITIONS," provided by the Lodge, should be used to aid chapters in the selection process. The National ORDER OF THE ARROW HANDBOOK also contains information regarding the Vigil Honor.

THE CHAPTER VIGIL CHAIRMAN WILL BE NOTIFIED PRIOR TO THE LODGE BANQUET AS TO THE DECISIONS REACHED BY THE LODGE SCREENING COMMITTEE.

PLEASE TYPE OR PRINT - USE BLACK INK IF POSSIBLE

Petition of Chapter _____ District _____
Scout _____
Explorer _____ Rank _____ Phone _____
Scouter _____

Address _____ City _____ State _____ Zip _____

Registered as _____ Unit _____ District _____ Birth Date _____

Chairman, Chapter Vigil Committee: _____

(Signature of Approval)

Chairman's Name _____ Address _____ Phone _____

Suggested saying, term or name to be placed upon candidate if approved:
1ST CHOICE _____ 2ND CHOICE _____ 3RD CHOICE _____

APPROVAL OF THIS PETITION

Scoutmaster/Explorer Advisor _____

Chapter Adviser _____

District Executive _____

Chapter Chief _____

District Chairman (for adults only) _____

District Scout Commissioner (adults) _____

Rank _____ Birth Date _____ Scout Explorer _____ Number _____
Scouter _____

Ordeal Induction: _____
month year

Brotherhood: _____
month year

SCOUT RECORD

<u>SCOUT</u>	<u>YEAR</u>	<u>EXPLORER</u>	<u>YEAR</u>
Assistant Patrol Leader	_____	President	_____
Patrol Leader	_____	Vice President	_____
Asst. Senior Patrol Leader	_____	Secretary	_____
Senior Patrol Leader	_____	Treasurer	_____
Jr. Asst. Scoutmaster	_____	Cabinet Rep.	_____
Assistant Scoutmaster	_____	Committee Chairmanships:	_____
Leadership capacity at	_____	_____	_____
National Jamboree	_____	_____	_____
Attended Council Summer Camp	_____	_____	_____
Staff at Summer Camp	_____	National Presidents' Congress	_____
_____	_____	Other: _____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AWARDS

Religious Emblem	_____	Hornaday Award	_____
Medal of Merit	_____	Certificate of Merit	_____
Honor Medal	_____	Certificate of Heroism	_____
Wood Badge	_____	_____	_____

ORDER OF THE ARROW

<u>CHAPTER</u>	<u>LODGE</u>
Chief	Chief
Vice Chief	Vice Chief
Corresponding Scribe	Corresponding Scribe
Recording Scribe	Recording Scribe
Treasurer	Treasurer
Meteu	Meteu

COMMITTEES: Please list-give years
CHAIRMAN MEMBER

COMMITTEES: Please list-give years
CHAIRMAN MEMBER

LODGE ACTIVITIES ATTENDED IN THE PAST THREE YEARS:

SECTION CONCLAVE

SCOUTER RECORD*

Number _____

PRESENT POSITION _____

UNIT

Please list positions and indicate year:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DISTRICT

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COUNCIL

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AWARDS AND RECOGNITIONS

Scouter's Award	_____	Scouter's Key	_____
District Award of Merit	_____	Silver Beaver	_____
Adult Religious Award	_____	Wood Badge	_____

ORDER OF THE ARROW

CHAPTER ADVISER FOR:

LODGE ADVISER FOR:

(Please list committees and years)

(Please list committees and years)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHAPTER ADVISER

LODGE ADVISER

* ALSO FILL OUT SCOUT PORTION OF THIS PETITION IF APPLICABLE

EVALUATIVE STATEMENT FOR CANDIDATE:

SCOUT
EXPLORER
SCOUTER

NUMBER

DO NOT EXCEED 100 WORDS -- PLEASE TYPE OR PRINT

Do not show person's name, district, chapter, unit number or any reference to his identity. BE SPECIFIC!

ANYTHING BEYOND 100 WORDS WILL BE DELETED.

CHAPTER PREFERENCE NUMBER: _____ of _____

FOR OFFICE USE ONLY:

DATE RECEIVED: _____

NUMBER GIVEN: _____

DISPOSITION: _____

MAIL TO: OWASIPPE LODGE, Order of the Arrow
Chicago Area Council, B.S.A.
300 West Adams Street
Chicago, Illinois 60606

Enclosed herewith are _____ Record Cards from _____ Chapter,
_____ District. This is an * Initial 197 enrollment.
* Additional

Also enclosed is * Check
* Money Order in the amount of \$ _____ ** to
* Chapter Fund Voucher

Over the above enrollment at a rate of * \$1.25 until January 31
* \$1.40 after February 1
* \$.50 for new 197 Ordeal

NUMBER OF:

Ordeal _____ Brotherhood _____ Vigil _____
Scouts _____ Explorers _____ Scouters _____
New Ordeal inducted 197 _____

CHAPTER TREASURER

Mail Record Cards and Membership Cards to:

* Delete phrases not applicable

PLEASE NOTE - If the amount of money above is in excess of required, the
balance will be credited to Chapter Account

FOR LODGE USE ONLY

Date Received _____
Reg. Rec. No. _____
Amount \$ _____

Verified:

Count _____
Info _____
Cards: _____
Typed _____
Mailed _____
Punched _____
Postage _____

CHAPTER REREGISTRATION PROCEDURES

When the Chapter Treasurer collects dues (\$1.25 Lodge dues) from members, he fills out a transmittal form, supplying all information requested. He then sends the money, transmittal form and the Chapter's membership record card for each person registering to:

OWASIPPE LODGE, ORDER OF THE ARROW
Chicago Area Council, Boy Scouts of America
300 West Adams Street
Chicago, Illinois 60606

Dues may also be turned in at the Lodge meeting. Make all checks or money orders payable to:

CHICAGO AREA COUNCIL, BOY SCOUTS OF AMERICA

The Lodge will issue new membership cards as soon as possible after receipt of dues.

NOTE

All dues paid after January 31, will be at the rate of \$1.40 per member. Each time dues of any type are paid, a transmittal form must accompany payment

WHEN YOU TURN YOUR CARDS IN, THEY MUST BE IN ALPHABETICAL ORDER!

hk

FORM #7

1/77

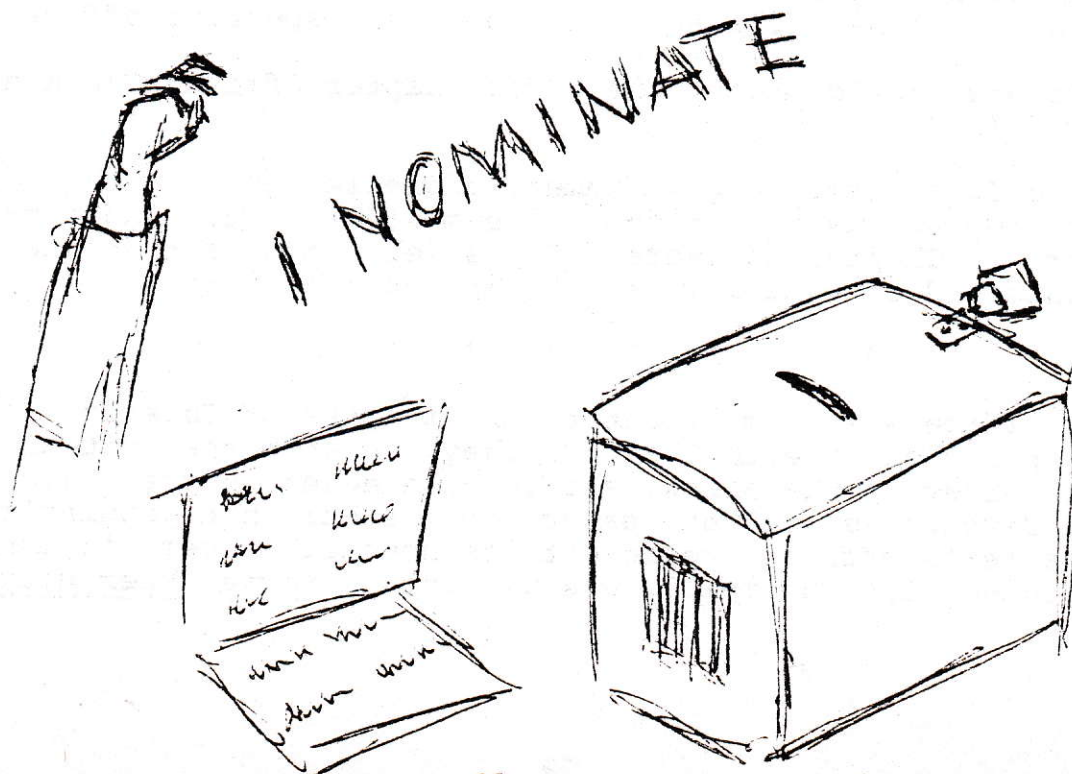
OFFICER ELECTIONS

The Chapter Officers are nominated and elected by the boy members of the Chapter in the same way as the Lodge Officers are elected. The Chapter Chief and Advisor become members of the Lodge Executive Committee and it becomes their responsibility to attend the Executive Committee Meetings of the Lodge.

Since Owasippe Lodge is so large, each Chapter becomes, in many ways, like a small Lodge. Unfortunately, the entire Lodge will seldom get together. This is the purpose of the Work Weekend and the Get Together. The advantage to a large Lodge, however, is that many more boys are given the opportunity to demonstrate leadership ability, and they are able to share in the responsibility of giving Cheerful Service to their units and the districts in which they live.

Chapter Officers are important to the success of Cheerful Service and organization in each Chapter. They, as with the initial election, should be elected into the Order of the Arrow as a Chapter Chief, Vice-Chief, Treasurer, Corresponding Scribe, and Recording Scribe on the basis of brotherhood as well as leadership, rather than popularity. Each Chapter's officers represent its honored campers in many ways. Elect those guys who really are willing to give of themselves unselfishly.

The following sheet will give you an idea of the time it takes to conduct your Officer elections, and a scheme of how you should plan your elections out.



CHAPTER OFFICER ELECTIONS

1. Begin with Nominations Committee (early August). Select a Chairman and Advisor.
2. Circulate Petition Forms and announce the positions open
3. Develop a double slate (very important)

Qualifications could be:

1. Past experience or service to the Chapter.
 2. Past experience in home unit.
 3. What new ideas will he contribute?
4. Announce slate at September meeting.

State campaign rules to the candidates. There really shouldn't be any campaigning
5. Announce final slate at the October meeting.

Have a meeting for all the candidates so they know what they are getting into.
6. Final speech and voting at November meeting.

Voting should be done for each office separately.
Voting should be done by Scouts only.
7. Election results should then be announced.
8. For each office, the candidate who received a plurality of the votes cast will be declared winner of his respective office.
9. New officers should attend the Lodge Chapter Officer Training Seminar. (C.O.T.S.)
10. The new officers should give names, addresses etc. to the Lodge so that they can be put on the Lodge mailing list. The same is true for new Chapter Advisors. It is very important to keep the Lodge informed on what is going on in your Chapter.

* * * * *

Chapter Officers are important to the success of Cheerful Service and organization in each Chapter. They, as with the initial election into the Order of the Arrow, should be elected on the basis of Cheerful Service as well as leadership, rather than popularity. Each Chapter's officers represent its honored campers in many ways. Elect those guys who really are willing to Serve Cheerfully.

OA helps world
Scouting

PUBLICATIONS

HE WHO SERVES HIS FELLOWS IS AMONG HIS FELLOWS GREATEST

SEPTEMBER

CAHOKIA'S 19TH YEAR - NO. 7

THE NUWINGI SMOKE SIGNAL

ISSUE 1
JANUARY 1977

THE 'BOW'

Welcome back,
Ted!

BIR

50 YEARS OF SERVICE

THE

EAGLE

OWASIPPE ARROW

THE ORDER OF THE ARROW
OWASIPPE LODGE NUMBER SEVEN

Quigau Aney Chapter

FROM THE ADVISOR

Owasippe Lodge
Chicago Area Council

Dear Brothers:

meeting for the month will be February 22, 1977 at the First
and Central.

hood Cermony.

THUNDER BIRD

SMOKE SIGNALS

SEQUOYAH SPEAKS:

WHY PUBLISH A GROUP NEWSLETTER ?

1. Builds and stimulates morale of all members.
2. Scout-written and Scout-edited, it trains in communication skills.
3. Reports on Chapter and Lodge activities and achievements.
4. Stimulates progress, advancement, and higher standards.
5. Creates interest in coming events.
6. Presents training material.
7. Disseminates area, national, and world information.
8. Introduces new members; says farewell to those leaving.
9. Helps recruit new members and supporters.
10. Explains need for and use of funds, supports fundraising.
11. Gives annual report and progress report.
12. Corrects incorrect and/or negative information and attitudes.
13. Brings group committee, members and supporters closer together.
14. Gears people up for special projects and events.
15. Explains new projects and events.
16. Keeps the other groups and individuals informed.
17. Exchanges new ideas with other groups.
18. Keeps Scout headquarters up on things.
19. Expresses appreciation to helpers and supporters.
20. Provides group history.
21. Expresses congratulations to members.
22. Expresses condolences of sympathy to members (death in family) or get well wishes to an ill member.
23. Gives you an opportunity to correspond with other chapters, or in the case of the Lodge, other lodges.

Can you think of any more reasons to publish a newsletter?

SOME OTHER IDEAS

WRITING AND EDITING - With adult advisor-especially at the start-use maximum Scout writing and editing both for training and flavor.

SIZE OR FORMAT - Anything goes but simple is better than fancy.

FREQUENCY - Monthly is ideal, but even a quarterly newsletter can keep communications going.

DISTRIBUTION - Now that you have it, use it - members get copies. Also copies to Scout headquarters, Lodge and district groups.

CONTENT - Keep it to Scouting; Even better, keep it to your chapter. Don't try to belittle or criticize other chapters or leaders. You can publicize district dates, but try to keep it Order of the Arrow, but by all means, promote the activities of the Lodge in your publications.

NEW MEMBER ORIENTATION

Just as a fellowship is only the beginning of a person's service in the Arrow, it is also only the beginning of his training as an Order of the Arrow member. Some of us feel that a person learns everything he needs to know about the Order of the Arrow through the ceremonies of his fellowship. This is not always true. The training has to be followed up at Chapter meetings. If this is to happen, you have to make sure that every new member knows when and where your chapter meets. You should set aside time at your fellowship to tell the new members this.

It is not very often that a candidate will ask Kichkinet about chapter meetings. He has too many other things on his mind. When the new Ordeal member comes to his first chapter meeting, he should be told about the specific services he is expected to perform. This means that you should give him the opportunity to sign up on your chapter committee. Explain to the new Ordeal members that in six months they will be eligible for the Brotherhood honor and the necessity of their serving the chapter, district, Lodge and Council in order to receive this honor and solidify their membership in the Order.

An Ordeal member's first meeting should be informative, but also friendly. It is important to make the new member feel comfortable with everyone else and want to become an integral part in the workings of your chapter.

MEMBERSHIP CARDS FOR YOUR
REGISTRATION

OWASIPPE LODGE #7

Order of the Arrow Membership Record Card

Name STEVE SCOUT District GATEWAY
 Street 300 WEST ADAMS
 City CHICAGO IL. Zip Code 60657
 Home Phone 844-2387 Business Phone NONE
 Type of Unit SCOUTS Number 998 Birth Date 2-2-59
 Date of Election 6-3-74 Lodge Number #7
 Chapter ONCHOTA

56 67 68 69 70 71 72 73 74 75 76 77 78 79
 80 81 82 83 84 85 86 87 88 89 90 91 92 93

Ordeal Date 6-3-74
 Broth. Date 3-14-76
 Vigil Date _____

Offices held in Chapter or
 Lodge and other service:
RECORDING SCRIBE 2 YRS.
VICE CHIEF 1976

NOMINATED FOR LODGE
OFFICE

ORDEAL ATTENDED
SUMMER 1974
WINTER 1974
SUMMER 1975
FALL 1975
SUMMER 1976

LODGE DINNER
1975 1976

AREA CONFERENCE
CONCLAVE 1976

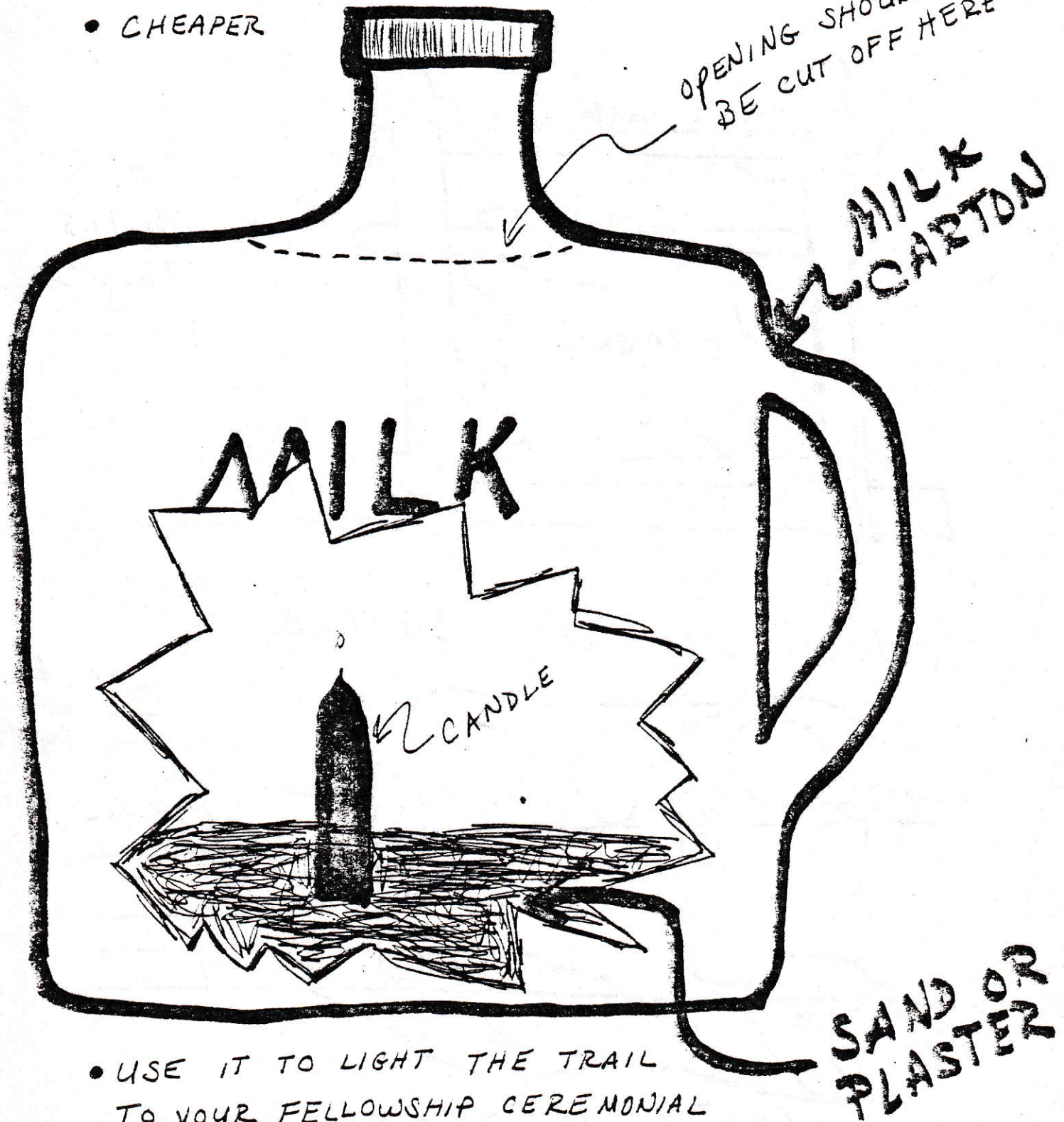
OTHER
NATL. CONFERENCE
1973 1977

you can obtain membership cards from the lodge

SMUDGE POT

THIS ONE IS BETTER THAN THE KEROSENE POT.

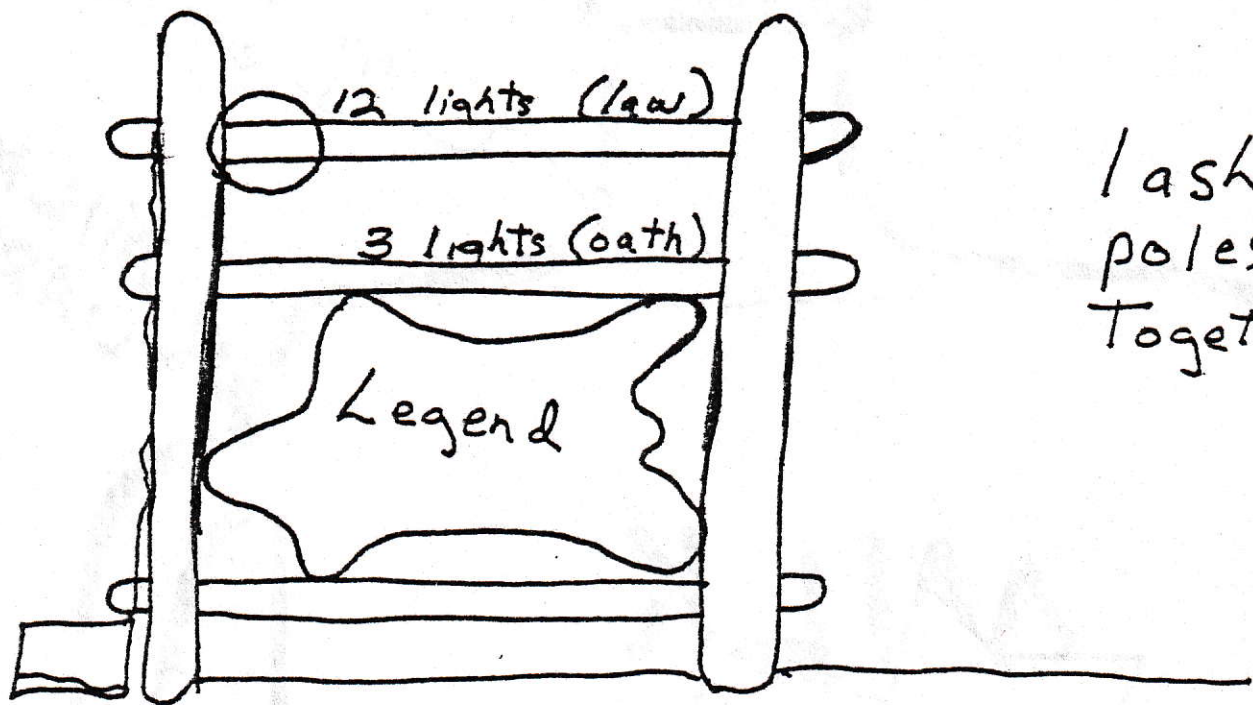
- MUCH CLEANER / SAFER
- YOU DON'T LEAVE CANS TO RUST IN THE DIRT.
- CHEAPER



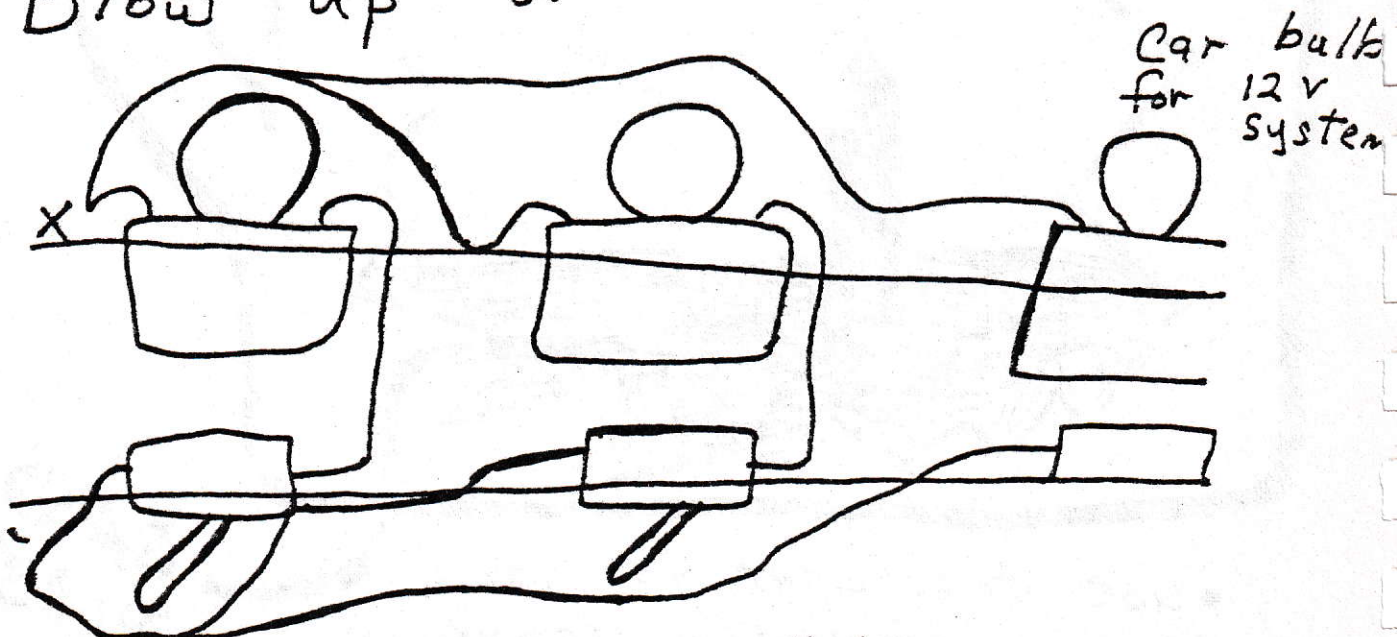
- USE IT TO LIGHT THE TRAIL TO YOUR FELLOWSHIP CEREMONIAL SITE.

Electric Ceremonial Log

(Candles Blow out so we went to a 12 volt light system working off a car Battery)



Blow up of circled



each light is in parallel and may be turned on individually by the toggle switch.

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"IF YOU'RE NOT PART OF THE SOLUTION, YOU'RE PART OF THE PROBLEM"

THE BYLAWS OF OWASIPPE LODGE, W.W.W. #7

ARTICLE I : NAME AND TOTEM

- Sec.1. The name of this organization will be "Owasippe Lodge, Order of the Arrow - W.W.W. #7".
- Sec.2. The totem of this lodge shall be the hand of friendship plus the arrow nestling in the palm of the hand.

ARTICLE II : AFFILIATION

- Sec.1. The Owasippe Lodge receives its authority to operate from and is chartered from year to year by the National Council, Boy Scouts of America.
- Sec.2. This Lodge shall be affiliated with the Chicago Area Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Council Scout Executive.

ARTICLE III : MEMBERSHIP

Sec.1. Election to Membership

- A. Requirements and method of election to membership shall be as stated in the latest release from the National Order of the Arrow Committee on Membership Requirements and Unit Election Procedures.
- B. Each Chapter will have a unit elections committee which will be responsible for conducting the unit O/A elections within its district. Upon request, the election team will present the proper forms to the unit leader and assist him in conducting the election.
- * C. Nominations for district non-unit Scouters must first be approved by the Chapter, then presented in resume form to the Lodge Executive Committee for final approval. The resume must be endorsed in signature by the Chapter Chief and Adviser. Eligibility requirements are as stated in the most recent release from the National O/A Committee on Order of the Arrow Membership Requirements and Unit Elections Procedures. A Non-unit Scouter is one who holds primary registration on the district or council level.
- D. Honorary membership in the Order shall not be given.

Sec.2. Induction to Membership

- A. The procedures for conducting the Ordeal shall be as stated in the most recent printing of the Order of the Arrow Handbook. (#5000)
- B. The procedures for conducting the Pre-Ordeal and Ordeal ceremonies shall be as stated in the most recent issue of the Ordeal Ceremony.
- C. Each Chapter may develop its own Calling-Out Ceremony or follow the suggested method in the Ordeal Ceremony. The Calling-Out Ceremony should be conducted with the solemnity and purpose of the Order at a time when it can impress the Scouts and/or Explorers of that person's unit and district.

Sec.3. Registration

- A. All members of the Owasippe Lodge must be registered members in the Chicago Area Council, Boy Scouts of America, as stated in the Order of the Arrow Handbook.
- B. Each Arrowman must pay annual lodge dues to be considered an active member of Owasippe Lodge. (refer to article on finances)
- C. When a member moves from the jurisdiction of the Chicago Area Council and requests to be transferred to another Lodge, the Corresponding Scribe of Owasippe Lodge will prepare the member's service record and forward it to the new lodge.
- D. All members who were inducted into the Owasippe Lodge prior to 1929, shall constitute the charter membership of the Lodge.

ARTICLE IV : LODGE ADMINISTRATION

Sec.1. Lodge Elected Officers

- A. The elected officers of Owasippe Lodge shall be Chief, Vice-Chief, Recording Scribe, Corresponding Scribe, and Treasurer. These officers shall be under the age of twenty-one (21) for their entire term of office.
- B. The term of office for all lodge officers shall be from January 1 to December 31. The Officers shall be installed during the month of December.
- C. An elected lodge officer may not simultaneously serve as Chapter elected officer.
- D. The Lodge Chief shall:
 - 1. Preside at meetings of the Lodge Executive Committee.
 - 2. Be responsible for the proper functioning of the Order of the Arrow in the Chicago Area Council and seek to help all chapters maintain the principles of the Order.
 - 3. Coordinate the functions of the lodge officers and committees in the management of Owasippe Lodge.
 - 4. Be the direct representative of Owasippe Lodge at all area and national meetings of the Order as well as meetings of the Chicago Area Council.
 - 5. Appoint such operating committees as may be required from time to time with the approval of the Lodge Executive Committee.
 - 6. Appoint all lodge operating committee chairmen and their committee advisers, and he will approve each chairman's selection of members to their respective committees.
 - 7. Be an ex-officio member of all lodge committees.
 - 8. Appoint a Lodge Meteu, Parliamentarian, Summer Camp Chief, and any other officers deemed necessary by the Lodge Executive Committee.
 - 9. Appoint replacements for elected and appointed lodge officers as well as lodge committee chairmen when necessary.
- E. The Lodge Vice-Chief shall:
 - 1. Assume the duties of the Chief in his absence.
 - 2. Give aid to chapters in their camping promotion programs.
 - 3. Assume any additional duties assigned by the Lodge Chief.

F. The Lodge Recording Scribe shall:

1. Record the minutes of all lodge meetings and activities.
2. Be responsible for the maintenance and accuracy of all lodge records and for the availability of all updated O/A forms to chapter personnel.

G. The Lodge Corresponding Scribe shall:

1. Be responsible for all correspondence with chapters, Lodge Executive Committee members, other lodges, the Chicago Area Council, National Council, and the general public.
2. Be responsible for the printing and the mailing of a newsletter and any special lodge flyers.

H. The Lodge Treasurer shall:

1. Keep a complete record of all financial transactions of the Owasippe Lodge.
2. Be responsible for the payment of all lodge expenses as they occur.
3. Keep a record of all money received for registrations of membership and submit all names and records of registration to the Lodge Recording Scribe.
4. Be chairman of the Lodge Budget Committee.
5. Be responsible for issuing chapter account reports and statements.
6. Issue a financial report to the Lodge Executive Committee at its general meetings.
7. Be responsible for the registrations for all lodge activities.
8. Be responsible for the sale of O/A items and the recording of such transactions at lodge activities.

Sec.2. Lodge Appointed Officers

- A. The Lodge Meteu and Parliamentarian shall be appointed by the Lodge Chief by the January Lodge Executive Committee meeting.
- B. A Summer Camp Chief shall be appointed by the Lodge Chief by the first day in April. (refer to Article VII)
- C. The term of office for all appointed officers shall coincide with that of the elected officers. All appointed officers shall be under the age of twenty-one (21) for their entire term of office.
- D. The Lodge Meteu shall:
 1. Develop and train a Lodge Ceremonial Team consisting of at least four boy members of Owasippe Lodge. It will be their duty to carry out all Lodge ceremonies and to assist chapters in the training of their ceremonial teams.
 2. Be responsible for the upkeep and repair of all Lodge costumes. He is to provide a sufficient amount of costuming to the Summer Camp for its ceremonies.
 3. Be responsible for the proper presentation of all Ordeal, Brotherhood, Vigil, and other ceremonies, Lodge and Chapter, in keeping with the highest traditions of the Order of the Arrow and the Boy Scouts of America.

E. The Lodge Parliamentarian shall:

1. Be versed in the rules of parliamentary procedure.
2. Upon their request, advise the presiding officers of the Lodge Executive Committee on questions of procedure in transacting the business of the Lodge.

Sec.3. The Lodge Adviser shall:

- A. Be appointed by the Scout Executive of the Chicago Area Council in consultation with the related Camping Committee Chairman. His term of office shall coincide with that of the Lodge Officers.
- B. Serve as consultant to the Lodge Officers and the Lodge Executive Committee.
- C. Serve as a member of the Executive Committee of the Council Camping Committee to coordinate the program of the Lodge with the objectives of his committee.
- D. Assist the Council Scout Executive in the selection of Chapter Advisers.
- E. Approve all decisions and appointments made by the Lodge Chief.

Sec.4. The Lodge Executive Committee shall:

- A. Be composed of the lodge officers, the immediate past Lodge Chief, the Chief and Adviser to each Chapter, the lodge operating committee chairmen, the Lodge Adviser, a member of the Council Camping Committee, the Scout Executive, and the Staff Adviser.
- B. Approve lodge activities, operating committees, lodge dues, and all lodge expenditures and determine and enforce the operating policy of the lodge.
- C. Meet monthly, excluding July and August. The Lodge Chief may call special meetings of the Lodge Executive Committee.
- D. Incorporate the following policies on voting:
 1. At all meetings of the Lodge Executive Committee, voting shall be restricted to Chapter Chiefs or their designated boy representatives. Voting will be by roll of Chapters with each Chapter being represented by one vote.
 2. A quorum shall consist of one-half of the Chapter Chiefs. A quorum must be present for voting. The exception to this rule is in relation to Lodge Officer Elections.
 3. Voting rights on the Lodge Executive Committee shall not be granted to Lodge Officers unless they are designated representatives of their Chapter Chiefs.
 4. Except where specifically mentioned, all motions will be carried by a majority vote. In case of a tie, the motion will be made again and, if seconded, followed by a second voting. If a tie still exists, the Chairman of the Lodge Executive Committee will cast a tie breaking vote. The exception to this rule on ties is in relation to Lodge Officer Elections.
- E. Approve, at the March Lodge Executive Committee meeting, the calendar of Lodge events for the ensuing operating year as presented by the Lodge Officers. Additions and/or corrections to the calendar may be submitted for approval by any Executive Committee member.

Sec.5. Lodge Officer Nominations and Elections

- A. The Lodge Chief shall appoint a Nominating Committee before the April Lodge Executive Committee meeting consisting of two lodge boy members (not belonging to the same chapter) from each Council Area, a chairman, and an adult adviser. No lodge officer may chair or have any vote on this committee. The committee shall attempt to form a double slate of officer nominees.
- B. Before the April Lodge Executive Committee meeting, forms to be completed by all members interested in running for lodge office for the ensuing year shall be sent to each Chapter Chief. The completed forms are then to be forwarded to the Lodge Nominating Committee by the May Lodge Executive Committee meeting.
- C. The Chairman of the Nominating Committee shall present the slate of officer nominees to the Executive Committee at its September meeting. At this time, nominations from the floor, which are seconded and carried by the Executive Committee, will be accepted providing that the nominee's form was previously presented to the Nominating Committee and approved by the Lodge Adviser at least two weeks prior to the September Executive meeting.
- D. During the second week of October, a letter shall be sent to each Chapter Chief from the Lodge Corresponding Scribe. It shall contain the names of all candidates for lodge office and a concise resume of the qualifications of each candidate.
- E. The election of Lodge Officers will take place at the November Lodge Executive Committee meeting. A quorum shall consist of two-thirds of the Chapter Chiefs. A quorum must be present for voting.
- F. Voting will be by Chapter Chiefs or their designated boy representative. Each chapter will be represented by one vote per office. Voting will be by secret ballot. For each office, the candidate who received a plurality of the votes cast will be declared elected to his respective office. If a tie exists for any of the offices, the Lodge Chief shall call a short recess and convene with the incumbent elected lodge officers present and vote by secret ballot to break the tie(s).

Sec.6. Lodge Committees

- A. Standing Committees of the Lodge will be the Nominating Committee, Vigil Honor Screening Committee, Budget Committee, and Ceremonial Team.
- B. The majority of members on all lodge committees shall be under twenty-one (21) years of age and only these shall have voting rights within those committees.
- C. All lodge committee chairmen shall be under the age of twenty-one (21) for their entire tenure.

ARTICLE V : FINANCES

Sec.1. The fiscal year for the Owasippe Lodge will be from January 1 to December 31. All Order of the Arrow funds, Chapter and Lodge, shall be handled through the Chicago Area Council office and go through the normal accounting procedures used by the Council.

Sec.2. The amount of the lodge dues for the ensuing year will be decided by the Lodge Executive Committee at its June meeting. Chapter dues are left to the discretion of the chapter.

Sec.3. The Chapter Treasurer shall be responsible for the collection of lodge dues from the members of his chapter and the deposit of the same to the Lodge Treasurer by February 1. Upon receipt of said dues the Lodge Treasurer will issue an annual identification card to each paid member.

SEE * Sec.4. Members who have yet to deposit their dues to the Lodge Treasurer
AMENDMENTS by February 1 will be considered inactive. If dues are paid after that date, a reinstatement fee of \$.10 will be levied.

Sec.5. Lodge dues for newly inducted members will be 50¢ in the year of their induction.

Sec.6. The Lodge Budget Committee, chaired by the Lodge Treasurer, will develop a budget to be submitted to the Lodge Executive Committee in May. The budget will be discussed and acted on at the June Executive Committee meeting. Expenses not covered by the Lodge Budget must be approved by the Lodge Executive Committee before they may be incurred.

Sec.7. No funds of a chapter may be used by the Council or the Lodge except to pay Chapter approved bills of said Chapter.

ARTICLE VI : CHAPTER ORGANIZATION

Sec.1. The lodge shall be composed of chapters, one chapter per district.

Sec.2. Each chapter shall come under the supervision of the related District Camping Committee and the District Scout Executive.

Sec.3. In order for a chapter of the Owasippe Lodge to be formed or to retain its active status, it must have a minimum of ten registered O/A members, nine of whom must be under twenty-one (21) years of age. This requirement may be lowered by a majority vote of the Lodge Executive Committee when it feels that the situation calls for flexibility.

Sec.4. The names of the original six chapters that formed the Owasippe Lodge, and any subsequently deactivated chapters, shall be honorably retired to the activities of the Lodge and may never be used by any chapter in the Owasippe Lodge unless first approved by the Lodge Executive Committee.

Sec.5. The officers of each chapter of the Owasippe Lodge shall be Chapter Chief, Vice-Chief, Treasurer, and Scribe(s). These elected officers must be under twenty-one (21) years of age for their entire term of office.

Sec.6. The officers of the chapter shall be elected by the chapter's boy membership by secret ballot. The term of office for all officers shall be from January 1 to December 31. An election report shall be turned in to the Lodge Recording Scribe prior to the second Wednesday in December.

Sec.7. The Chapter Chief shall:

- A. Preside at all meetings of the chapter.
- B. Be the direct representative of his chapter at all Lodge Executive Committee meetings as well as meetings of his related district.
- C. Be responsible for the proper functioning of the O/A in his district and seek to help his members maintain the principles of the Order.
- D. Coordinating the functions of the officers and the committees in the management of his chapter.
- E. Appoint such operating committees as may be required from time to time with the approval of the Chapter. He shall appoint the chairman to each of these committees; all chairmen shall be under twenty-one (21) years of age for their entire tenure.
- F. Appoint replacements for elected and appointed officers and committee chairmen of the chapter if necessary.
- G. Be an ex-officio member of all chapter committees.

Sec.8. The Chapter Vice-Chief shall:

- A. Assume the duties of the Chief in his absence.
- B. Be responsible for the coordination of camping promotion between the chapter and the district's units.
- C. Assume any additional duties assigned by the Chief.

Sec.9. The Chapter Treasurer shall:

- A. Keep a complete record of all financial transactions of the chapter.
- B. Be responsible for the payment of all chapter bills.
- C. Receive and process all chapter and lodge dues for membership and submit all names, dues and records of registration to the Lodge Treasurer.
- D. Be responsible for the forwarding of chapter operating monies to its account in the Chicago Area Council office.
- E. Issue a financial report to the chapter at its general meetings.
- F. Be responsible for the registration for all chapter activities.

Sec.10. The Chapter Scribe(s) shall:

- A. Record the minutes of all chapter meetings and activities.
- B. Be responsible for the maintenance and accuracy of all chapter records.
- C. Be responsible for the chapter's supply of O/A forms.
- D. Be responsible for correspondence with the chapter's membership and the lodge.
- E. Be responsible for the filling out and forwarding to the lodge all necessary forms and reports.
- F. Acquire from the Chapter Treasurer all dues of newly inducted members and submit their names, membership cards, and dues to the Lodge Treasurer for registration.

Sec.11. The Chapter Adviser shall:

- A. Be appointed by the Chicago Area Council Scout Executive in consultation with the Lodge Adviser, Lodge Chief, Staff Adviser, and the related District Camping Chairman. The term of office for the Chapter Adviser shall coincide with that of the chapter officers.
- B. Be a member of his district's Camping Committee to coordinate the program of the Chapter with the objectives of his committee.
- C. Serve as a consultant to the chapter and its officers.
- D. Follow the same responsibilities outlined for the Lodge Adviser in the Order of the Arrow Handbook, but in respect to his related chapter and district.

Sec.12. The majority of members on all chapter committees shall be under twenty-one (21) years of age and only these shall have voting rights within those committees.

ARTICLE VII : SUMMER CAMP

Sec.1. Any unit wishing to have its Ordeal Candidates inducted at Summer Camp must have had its O/A unit election report form turned in to the Lodge Recording Scribe prior to June 1. No O/A elections will be held at Summer Camp.

Sec.2. The Lodge Chief shall appoint a Summer Camp Chief and Adviser before the first day in April.

Sec.3. The Summer Camp Chief shall:

- A. Be responsible for the proper presentation of all camp ceremonies, the maintenance of all Indian costuming, the processing of all newly inducted members' records, the coordination of the Ordeal Masters' functions, and all other Arrow affairs on the reservation.
- B. Appoint, in consultation with his Adviser, the Lodge Chief, the Lodge Adviser and the Reservation Director, an adequate number of Ordeal Masters under twenty-one (21) years of age, to assist him. This appointment shall be made at least one month prior to the opening of camp.
- C. The method of camp inductions and the selection of the ceremonial team(s) will be decided by the Summer Camp Chief and his Ordeal Masters after consultation with the Summer Camp Adviser.

Sec.4. At camp, membership file cards shall be processed and registrations of all newly inducted Ordeal Members will take place. Individual identification cards shall be distributed to newly inducted members prior to their departure from camp upon receipt of their registrations. A listing of all Chapter Chiefs and Advisers shall accompany the identification cards.

Sec.5. Brotherhood Ceremonies shall not be held at Owasippe Scout Reservation during the Summer Camp's periods of operation.

ARTICLE VIII : INSIGNIA AND PARAPHERNALIA

Sec.1. The wearing of O/A Sash and neckerchief(s) shall follow the policy described in the most recent issue of the Order of the Arrow Handbook.

- Sec.2. Chapters may design a chapter patch for wear on a neckerchief only. Activity patches may also be designed. All neckerchief and patch designs must conform to council policies and be approved by the Lodge Elected Officers.
- Sec.3. All lodge and other O/A items may be purchased only with a current lodge identification card.
- Sec.4. The lodge flap or neckerchief may not be changed or altered unless first approved by a two-thirds majority vote of the Chapter Chiefs or their designated boy representatives.

ARTICLE IX : BROTHERHOOD MEMBERSHIP

- Sec.1. Completion of the Brotherhood Membership shall be in accordance with the latest release from the National Order of the Arrow Committee.
- Sec.2. The procedures for conducting the Brotherhood Ceremony will be as stated in the most recent issue of the Brotherhood Ceremony.
- Sec.3. When a chapter inducts new Brotherhood Members, the Chapter Scribe must submit a listing of all those who were inducted to the Lodge Recording Scribe for processing of the members' records. This listing must be endorsed in signature by the Chapter Chief and Adviser.

ARTICLE X : VIGIL HONOR

- Sec.1. The requirements and basis of selection for the Vigil Honor shall be as stated in the most recent release from the National O/A Committee.
- Sec.2. Each chapter shall set up a Vigil Honor Screening Committee annually. This committee will determine if the chapter has any members eligible for the Vigil Honor. The committee shall be composed of an adult Adviser, a boy chairman and at least one other boy member. These committeemen shall be actively registered Vigil Honor members. If no Vigil Honor members are available, active Brotherhood members may serve as replacements. If members of the chapter are selected to be nominated for the Vigil Honor, a lodge nominating petition must be filled out and sent to the Lodge Vigil Screening Committee Adviser. The deadline for receiving petitions will be announced by the Lodge Chief.
- Sec.3. The formation of the Lodge Vigil Honor Screening Committee shall be in accordance with the most recent printing of the Order of the Arrow Handbook. (#5000)
- Sec.4. The Lodge Vigil Honor Screening Committee will meet as soon as possible after the deadline for receiving petitions. At least a majority of the boy members of the committee must be present to act officially. The adviser and chairman will separate the adult from the boy petitions for handling. No information as to name, chapter, or district will be discussed when considering the petitions.

Sec.5. Those Arrowmen selected for the Vigil Honor shall be called-out for recognition on a date selected by the Lodge Chief. All petitions not accepted shall be returned to the chapter after the call-out.

Sec.6. The procedure for conducting the Vigil Honor Ceremony shall be as stated in the most recent issue of the Vigil Honor Ceremony.

ARTICLE XI : AMENDMENTS

Sec.1. These rules shall be subject to amendment at any general or special meeting of the Lodge Executive Committee.

Sec.2. These rules may be amended by article, section, or part using the following procedure:

- A. Submission of the proposed amendment(s) by any Lodge Executive Committee member to the Lodge Recording Scribe, in writing, prior to the meeting of the lodge where it is to be proposed.
- B. The proposed amendment shall be read at the meeting of the date of the proposal by the Lodge Recording Scribe. Discussion of the proposal will be permitted.
- C. Within fifteen (15) days after the meeting, a written copy of the proposed amendment shall be sent to each member of the Lodge Executive Committee.
- D. At the next general meeting of the Lodge Executive Committee, the proposed amendment shall be read for a second time; discussion of the proposal will be permitted. Following the discussion, the chairman shall present the proposed amendment to the Executive Committee for their approval. Two-thirds of the Chapter Chiefs or their designated boy representatives shall be required to pass the proposed amendment. Voting on the amendment shall be by secret ballot.

Sec.3. As the national policy of the Order of the Arrow changes from time to time, all references to the Order of the Arrow shall be interpreted from the most recent national release.

1/28/72

RULES COMMITTEE

Bob Drzymkowski - Kanani
John Hurley - Mikanishkote
Bruce Lenell - Naju-Amochol
Randy Reichel - Lu-Mennepec
Russel Ruhloff - Ganschapuchk
Frank Zdanowski - Weas

Chairman - Ron Kulak
Advisers - Mr. Frank Accardi
 - Mr. Bob Lipschultz
Special Assistance -
 - Bob Ivetic
 - Chuck Nagel
 - Gordon Stiefel

THE BYLAWS OF OWASIPPE LODGE, W.W.W. #7

AMENDMENTS

* ARTICLE III : MEMBERSHIP

Sec. 1. Election to Membership

- c. Nominations for district non-unit Scouters must first be approved by the Chapter, then presented in resume form to the Lodge Officers for final approval.

* ARTICLE V : FINANCES

- Sec. 4. Members who have yet to deposit their dues to the Lodge Treasurer by February 1 will be considered inactive. If dues are paid after that date, a reinstatement fee of \$.15 will be levied.

